

# User Manual

# Easy Gym Fit

Version: 1.0

Date: November. 2025

Software Version: 6.1.1\_R

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website  
[www.zkteco.com](http://www.zkteco.com).

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# 1 User Management

## 1.1 User Management

### 1.1.1 User

The user module helps you create users, update gym details, import and export details, make payments, process renewals, and enable or disable the app.

#### Add User (New)

This section describes how to add a new user to user management in Easy Gym Fit.

#### Operation Steps

**Step 1:** In the User Management Module, choose **User Management > User**.

**Step 2:** Click **New** in the left column, and the page for adding a new user is displayed.

**Step 3:** On the page for a new user, set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.

The screenshot shows the 'New' user creation interface. The top bar is labeled 'New'. The form is organized into two main sections: 'User Detail' and 'Access Control'.

**User Detail Section:**

- User ID\***: Text input field with '1000' entered.
- First Name\***: Text input field.
- Email\***: Text input field with a 'Send' button next to it.
- Mobile Phone**: Text input field.
- Join Date & Time**: Text input field with '2025-01-17 05:51:40' entered.
- Card Number**: Text input field with a card icon.
- Biometrics Type**: Text input field with a fingerprint icon and an information icon.
- Birthday**: Text input field.
- User Type\***: Dropdown menu.
- Last Name\***: Text input field.
- Anniversary**: Text input field.
- Locality**: Text input field.
- Gender**: Dropdown menu with a dashed line as a placeholder.
- Device Verification Password**: Text input field.
- Profile Picture**: A placeholder image with a 'Browse' button and a 'Capture' button.

**Access Control Section:**

- Levels Settings**: A panel with a 'General' tab and a 'General' checkbox (checked).
- Superuser**: A dropdown menu set to 'No'.
- Device Operation Role**: A dropdown menu set to 'Ordinary User'.
- Extend Passage**: A checkbox.
- Access Disabled**: A checkbox.
- Set Valid Time**: A checkbox.

At the bottom of the form, there are three buttons: 'Save and New', 'OK', and 'Cancel'.

**Step 4:** Click **OK** to add a new user to Easy Gym Fit.

| Parameter                    | Description   |
|------------------------------|---|
| User ID                      | Users can customize their own names.                |
| User Type                    | Select the user type.                               |
| First Name                   | Enter the user's first name.                        |
| Last Name                    | Enter the user's last name.                         |
| Email                        | Enter the email ID of the new user.                 |
| Anniversary                  | Enter the anniversary date of the user.             |
| Mobile Phone                 | Enter the mobile number of the user.                |
| Locality                     | Enter the new user locality.                        |
| Join Date & Time             | Set the joining date and time of the user.          |
| Card Number                  | Enter the card number of the user.                  |
| Biometrics Type              | Enter the Biometric Type of the user.               |
| Gender                       | Select the gender of the user.                      |
| Device Verification Password | Enter the device verification password of the user. |
| Birthday                     | Enter the birth date of the user.                   |

## Delete

The delete function is used to remove a user from the user management system.

Select the user ID, click **Delete**, and click **OK** to delete the member.

The screenshot shows the 'User Management' interface. The sidebar on the left has 'User Management' selected (1) and 'User' selected in the sub-menu (2). The main area displays a table of users. User ID 63 is selected (3). The 'Delete' button in the top toolbar is clicked (4), opening a dropdown menu where 'Delete User' is selected (5). A confirmation dialog appears with the prompt 'Are you sure you want to perform the delete operation?' and 'OK' and 'Cancel' buttons. The 'OK' button is clicked (6).

| User ID | Name              | User Type | Trainer Plan | Trainer | Join Date & Time    | Verification |
|---------|-------------------|-----------|--------------|---------|---------------------|--------------|
| 63      | shaik faizan      | f         | Member       |         | 2025-07-10 08:22:06 |              |
| 200     | md Azeem          | A         | Member       |         | 2025-07-16 08:10:09 |              |
| 226     | md bilal          | b         | Member       |         | 2025-07-24 12:15:32 |              |
| 106     | shaik abdullah fa | a         | Member       |         | 2025-07-26 08:48:14 |              |
| 350     | abdul suban       | s         | Member       |         | 2025-09-03 10:50:35 |              |
| 349     | md junaid huss    | j         | Member       |         | 2025-09-03 05:51:13 |              |
| 348     | krishna           | k         | Member       |         | 2025-09-03 09:34:51 |              |
| 347     | shaik Asif        | A         | Member       |         | 2025-09-03 09:29:36 |              |

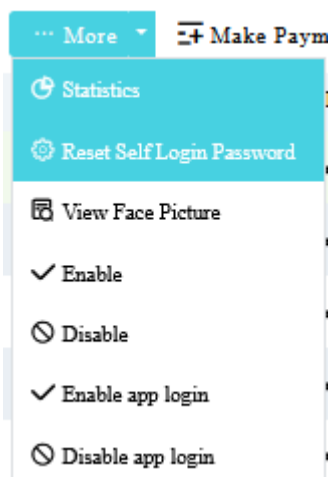
## Delete Biometric Data

Select the user ID, click **Delete**, choose **Delete Biometric Data** from the dropdown list, select the desired deletion method, and click **OK** to confirm.

The screenshot shows the 'User Management' interface. The sidebar on the left has 'User Management' selected (1) and 'User' selected in the sub-menu (2). The main area displays a table of users. User ID 63 is selected (3). The 'Delete' button in the top toolbar is clicked (4), opening a dropdown menu where 'Delete Biometric Data' is selected (5). A confirmation dialog appears with the prompt 'Delete Biometric Data' and 'Delete' and 'Close' buttons. The 'Delete' button is clicked (6).

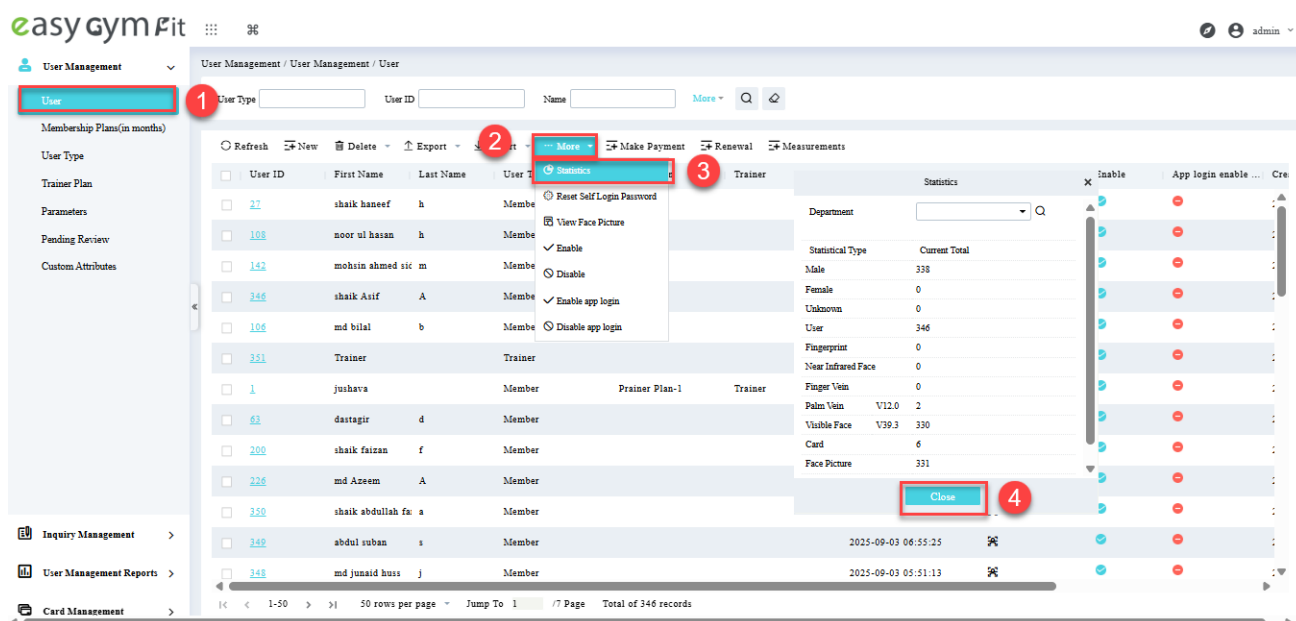
| User ID | Name              | User Type | Trainer Plan | Trainer | Join Date & Time    | Verification |
|---------|-------------------|-----------|--------------|---------|---------------------|--------------|
| 63      | shaik faizan      | f         | Member       |         | 2025-07-10 08:22:06 |              |
| 200     | md Azeem          | A         | Member       |         | 2025-07-16 08:10:09 |              |
| 226     | md bilal          | b         | Member       |         | 2025-07-24 12:15:32 |              |
| 106     | shaik abdullah fa | a         | Member       |         | 2025-07-26 08:48:14 |              |
| 350     | abdul suban       | s         | Member       |         | 2025-09-03 10:50:35 |              |
| 349     | md junaid huss    | j         | Member       |         | 2025-09-03 05:51:13 |              |
| 348     | krishna           | k         | Member       |         | 2025-09-03 09:34:51 |              |
| 347     | shaik Asif        | A         | Member       |         | 2025-09-03 09:29:36 |              |

## More



## Statistics

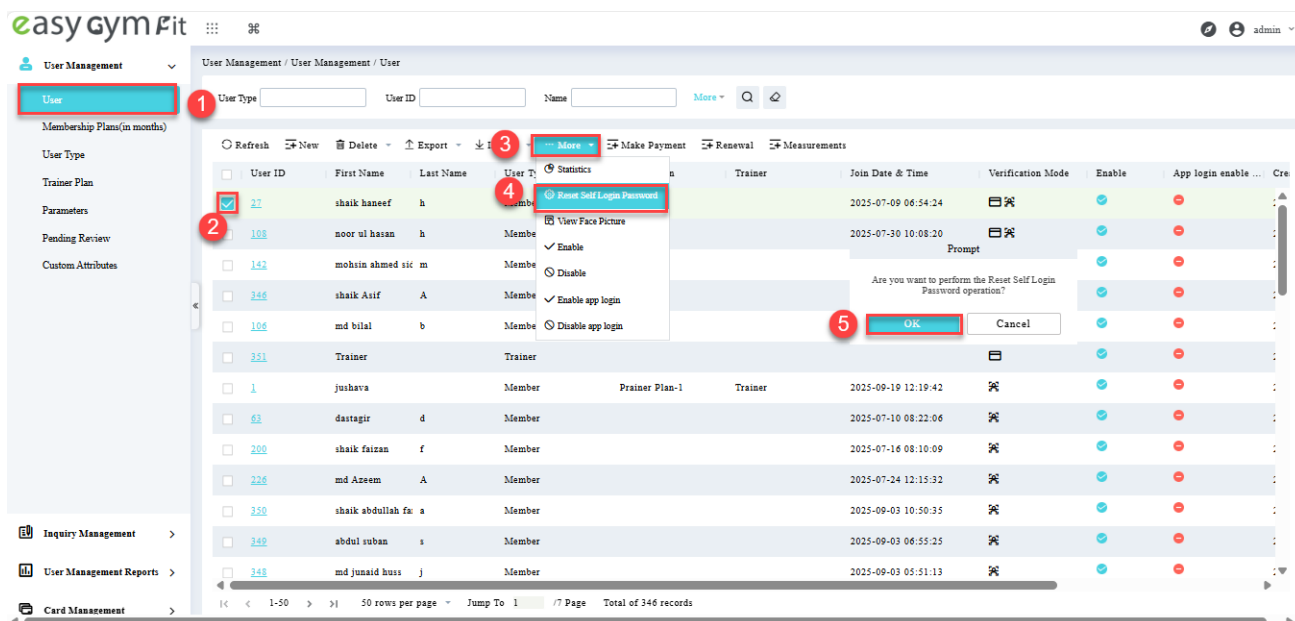
The statistics feature is used to view overall user details such as gender count, total users, fingerprints, cards, and face pictures.



Select the user ID, click **More**, and choose **Statistics** from the dropdown list. A pop-up will appear; click **OK**, and the user will be able to view the user information.

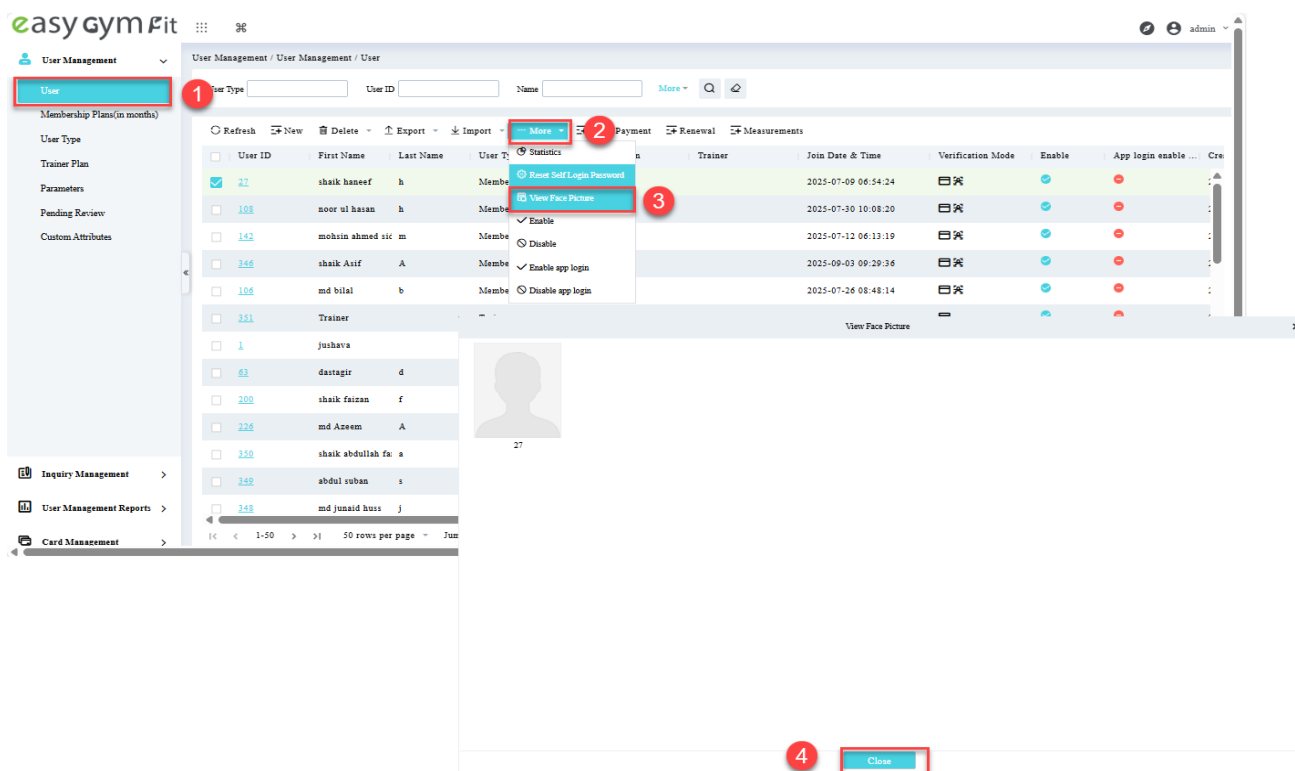
## Reset Self Login Password

Select the user ID, click **More**, and choose **Reset Self Login Password** from the dropdown list. A popup will appear; click **OK**, and the user will be able to reset their password.



## View Face Picture

Select the user ID, click **More**, and choose **View Face Picture** from the dropdown list. A pop-up will appear; here view the user details with a picture.



## Disable/Enable

Select user ID and click **Disable/Enable** to stop/start using the device. When communication between the device and the system is interrupted or the device fails, the device may automatically appear in disabled status. After adjusting the local network or device, click **Enable** to reconnect the device and restore device communication.

The screenshot displays the 'User Management / User Management / User' page. The 'User' tab is selected in the left sidebar. The main table lists users with columns for User ID, First Name, Last Name, User Type, Join Date & Time, Verification Mode, Enable, and App login enable. A red box labeled '1' highlights the 'User' tab. A red box labeled '2' highlights the 'More' button in the table's action column. A red box labeled '3' highlights the 'Enable' option in the dropdown menu. A red box labeled '4' highlights the 'OK' button in the confirmation dialog.

| User ID | First Name         | Last Name | User Type | Join Date & Time    | Verification Mode | Enable | App login enable |
|---------|--------------------|-----------|-----------|---------------------|-------------------|--------|------------------|
| 27      | shaik haneef       | h         | Member    | 2025-07-09 06:54:24 | Face              | Yes    | No               |
| 108     | noor ul hasan      | h         | Member    | 2025-07-30 10:08:20 | Face              | Yes    | No               |
| 142     | mohsin ahmed sir   | m         | Member    | 2025-07-12 06:13:19 | Face              | Yes    | No               |
| 346     | shaik Asif         | A         | Member    |                     |                   | Yes    | No               |
| 106     | md bilal           | b         | Member    |                     |                   | Yes    | No               |
| 351     | Trainer            | Trainer   | Trainer   |                     |                   | Yes    | No               |
| 1       | jushava            |           | Member    | 2025-09-19 12:19:42 | Face              | Yes    | No               |
| 63      | dastagir           | d         | Member    | 2025-07-10 08:22:06 | Face              | Yes    | No               |
| 200     | shaik faizan       | f         | Member    | 2025-07-16 08:10:09 | Face              | Yes    | No               |
| 226     | md Azeem           | A         | Member    | 2025-07-24 12:15:32 | Face              | Yes    | No               |
| 350     | shaik abduallah fa | a         | Member    | 2025-09-03 10:50:35 | Face              | Yes    | No               |
| 349     | abdui ruban        | s         | Member    | 2025-09-03 06:55:25 | Face              | Yes    | No               |
| 348     | md junaidd huss    | j         | Member    | 2025-09-03 05:51:13 | Face              | Yes    | No               |

The screenshot displays the 'User Management / User Management / User' page. The 'User' tab is selected in the left sidebar. The main table lists users with columns for User ID, First Name, Last Name, User Type, Join Date & Time, Verification Mode, Enable, and App login enable. A red box labeled '1' highlights the 'User' tab. A red box labeled '2' highlights the 'More' button in the table's action column. A red box labeled '3' highlights the 'Disable' option in the dropdown menu. A red box labeled '5' highlights the 'OK' button in the confirmation dialog.

| User ID | First Name         | Last Name | User Type | Join Date & Time    | Verification Mode | Enable | App login enable |
|---------|--------------------|-----------|-----------|---------------------|-------------------|--------|------------------|
| 27      | shaik haneef       | h         | Member    | 2025-07-09 06:54:24 | Face              | Yes    | No               |
| 108     | noor ul hasan      | h         | Member    | 2025-07-30 10:08:20 | Face              | Yes    | No               |
| 142     | mohsin ahmed sir   | m         | Member    | 2025-07-12 06:13:19 | Face              | Yes    | No               |
| 346     | shaik Asif         | A         | Member    |                     |                   | Yes    | No               |
| 106     | md bilal           | b         | Member    |                     |                   | Yes    | No               |
| 351     | Trainer            | Trainer   | Trainer   |                     |                   | Yes    | No               |
| 1       | jushava            |           | Member    | 2025-09-19 12:19:42 | Face              | Yes    | No               |
| 63      | dastagir           | d         | Member    | 2025-07-10 08:22:06 | Face              | Yes    | No               |
| 200     | shaik faizan       | f         | Member    | 2025-07-16 08:10:09 | Face              | Yes    | No               |
| 226     | md Azeem           | A         | Member    | 2025-07-24 12:15:32 | Face              | Yes    | No               |
| 350     | shaik abduallah fa | a         | Member    | 2025-09-03 10:50:35 | Face              | Yes    | No               |
| 349     | abdui ruban        | s         | Member    | 2025-09-03 06:55:25 | Face              | Yes    | No               |
| 348     | md junaidd huss    | j         | Member    | 2025-09-03 05:51:13 | Face              | Yes    | No               |



## Enable app login

Select the user ID, click **More**, and choose Enable app login from the dropdown list. A pop-up will appear; click **OK**, and the user will be able to login to the app.

The screenshot shows the 'User Management' section of the 'easy gym fit' application. The 'User' menu item is highlighted in the left sidebar. In the main table, the user 'shaik haneeef' (ID 27) is selected. The 'More' dropdown menu is open, and 'Enable app login' is chosen. A confirmation pop-up titled 'Prompt' asks 'Are you want to perform the Enable app login operation?' with 'OK' and 'Cancel' buttons. Red numbered callouts (1-4) indicate the steps: 1. Select 'User' in the sidebar, 2. Click 'More' for the selected user, 3. Select 'Enable app login' from the dropdown, and 4. Click 'OK' in the pop-up.

| User ID | First Name        | Last Name | User Type | Join Date & Time    | Verification Mode | Enable | App login enable |
|---------|-------------------|-----------|-----------|---------------------|-------------------|--------|------------------|
| 27      | shaik haneeef     | h         | Member    | 2025-07-09 06:54:24 | 🔒                 | 🟢      | 🔴                |
| 108     | noor ul hasan     | h         | Member    | 2025-07-30 10:08:20 | 🔒                 | 🟢      | 🔴                |
| 142     | mohsin ahmed sic  | m         | Member    | 2025-07-12 06:13:19 | 🔒                 | 🟢      | 🔴                |
| 346     | shaik Asif        | A         | Member    | 2025-09-03 09:29:36 | 🔒                 | 🟢      | 🔴                |
| 106     | md bilal          | b         | Member    |                     |                   | 🟢      | 🔴                |
| 351     |                   |           | Trainer   |                     |                   | 🟢      | 🔴                |
| 1       | jushava           |           | Member    |                     |                   | 🟢      | 🔴                |
| 61      | dastagir          | d         | Member    |                     |                   | 🟢      | 🔴                |
| 200     | shaik faizan      | f         | Member    | 2025-07-16 08:10:09 | 🔒                 | 🟢      | 🔴                |
| 226     | md Azeem          | A         | Member    | 2025-07-24 12:15:32 | 🔒                 | 🟢      | 🔴                |
| 350     | shaik abdullah fa | a         | Member    | 2025-09-03 10:50:35 | 🔒                 | 🟢      | 🔴                |
| 349     | abdul suban       | s         | Member    | 2025-09-03 06:55:25 | 🔒                 | 🟢      | 🔴                |
| 348     | md junaid huss    | j         | Member    | 2025-09-03 05:51:13 | 🔒                 | 🟢      | 🔴                |

## Disable app login

Select the user ID, click **More**, and choose Disable app login from the dropdown list. A pop-up will appear; click **OK**, and the user will be disabled from logging to the app.

The screenshot shows the 'User Management' section of the 'easy gym fit' application. The 'User' menu item is highlighted in the left sidebar. In the main table, the user 'shaik haneeef' (ID 27) is selected. The 'More' dropdown menu is open, and 'Disable app login' is chosen. A confirmation pop-up titled 'Prompt' asks 'Are you want to perform the Disable app login operation?' with 'OK' and 'Cancel' buttons. Red numbered callouts (1-4) indicate the steps: 1. Select 'User' in the sidebar, 2. Click 'More' for the selected user, 3. Select 'Disable app login' from the dropdown, and 4. Click 'OK' in the pop-up.

| User ID | First Name        | Last Name | User Type | Join Date & Time    | Verification Mode | Enable | App login enable |
|---------|-------------------|-----------|-----------|---------------------|-------------------|--------|------------------|
| 27      | shaik haneeef     | h         | Member    | 2025-07-09 06:54:24 | 🔒                 | 🟢      | 🔴                |
| 108     | noor ul hasan     | h         | Member    | 2025-07-30 10:08:20 | 🔒                 | 🟢      | 🔴                |
| 142     | mohsin ahmed sic  | m         | Member    | 2025-07-12 06:13:19 | 🔒                 | 🟢      | 🔴                |
| 346     | shaik Asif        | A         | Member    |                     |                   | 🟢      | 🔴                |
| 106     | md bilal          | b         | Member    |                     |                   | 🟢      | 🔴                |
| 351     |                   |           | Trainer   |                     |                   | 🟢      | 🔴                |
| 1       | jushava           |           | Member    |                     |                   | 🟢      | 🔴                |
| 61      | dastagir          | d         | Member    | 2025-07-10 08:22:06 | 🔒                 | 🟢      | 🔴                |
| 200     | shaik faizan      | f         | Member    | 2025-07-16 08:10:09 | 🔒                 | 🟢      | 🔴                |
| 226     | md Azeem          | A         | Member    | 2025-07-24 12:15:32 | 🔒                 | 🟢      | 🔴                |
| 350     | shaik abdullah fa | a         | Member    | 2025-09-03 10:50:35 | 🔒                 | 🟢      | 🔴                |
| 349     | abdul suban       | s         | Member    | 2025-09-03 06:55:25 | 🔒                 | 🟢      | 🔴                |
| 348     | md junaid huss    | j         | Member    | 2025-09-03 05:51:13 | 🔒                 | 🟢      | 🔴                |

## Make Payment

**Step 1:** In the User Management Module, choose **User Management > User**.

**Step 2:** Click on **Make Payment**, it will display the page for paying the user's due amount.

**Step 3:** Enter the required details and click **OK** to complete the payment.

The screenshot displays the 'easygymfit' User Management interface. On the left sidebar, 'User Management' is expanded, and 'User' is selected. The main area shows a table of users with columns: User ID, First Name, Last Name, User Type, Trainer Plan, Trainer, Join Date & Time, and Verification. A modal window titled 'Make Payment' is open over the user table. The modal contains the following fields: First Name (dastagir), Membership Plan(in months) (1), Total Amount\* (600), Paid Amount\* (600), Due Amount (0), Payment Mode\* (dropdown), and Mail Sending (checkbox). The 'OK' button is highlighted. Red numbered callouts indicate the steps: 1. Click 'User' in the sidebar. 2. Select a user (e.g., User ID 63). 3. Click 'Make Payment' in the top toolbar. 4. Click 'OK' in the modal.

| User ID | First Name        | Last Name | User Type | Trainer Plan | Trainer | Join Date & Time    | Verificati |
|---------|-------------------|-----------|-----------|--------------|---------|---------------------|------------|
| 63      | dastagir          | d         | Member    |              |         | 2025-07-10 08:22:06 |            |
| 200     | shaik faizan      | f         | Mem       |              |         | 2025-07-16 08:10:09 |            |
| 226     | md Azeem          | A         | Mem       |              |         | 2025-07-24 12:15:32 |            |
| 106     | md bilal          | b         | Mem       |              |         | 2025-07-26 08:48:14 |            |
| 350     | shaik abdullah fa | a         | Mem       |              |         | 2025-09-03 10:50:35 |            |
| 349     | abdul suban       | s         | Mem       |              |         | 2025-09-03 06:55:25 |            |
| 348     | md junaid huss    | j         | Mem       |              |         | 2025-09-03 05:51:13 |            |
| 347     | krishna           | k         | Mem       |              |         | 2025-09-03 09:34:51 |            |
| 346     | shaik Asif        | A         | Member    |              |         | 2025-09-03 09:29:36 |            |

## Renewal

The Renewal Plan allows users to extend their existing membership by renewing their subscription before or after it expires. This feature helps ensure uninterrupted access to gym facilities and services. Users can select the renewal duration, make payments, and update their membership status easily through the system.

**Step 1:** In the User Management Module, choose **User Management > User**.

**Step 2:** Click on **Renewal**, which will display the page for paying the user's renewal amount.

**Step 3:** Enter the required details and click **OK** to complete the payment.

The screenshot shows the 'User Management / User Management / User' interface. On the left, the 'User' menu is selected. The main area displays a table of users. A 'Renewal' modal is open for user ID 63. The modal contains the following fields:

- Selected Person\*
- Membership
- Plans(in months)\*
- Amount
- Total Amount
- Discount Amount
- Paid Amount\*
- Total Amount Paid
- Due Amount
- Grace Period(in days)
- Start Time

The 'OK' button is highlighted with a red box. The table in the background has columns: User ID, Name, Trainer Plan, Trainer, Join Date & Time, and Verification. The footer shows '50 rows per page', 'Jump To 1 / 7 Page', and 'Total of 345 records'.

## Measurement

The Measurement feature allows you to record and track members' physical data such as height, weight, body fat percentage, and other fitness-related metrics. This helps monitor progress over time and tailor workout plans to individual needs.

The screenshot shows the 'User Management / User Management / User' interface. On the left, the 'User' menu is selected. The main area displays a table of users. A 'Measurements' modal is open for user ID 63. The modal contains the following fields:

- Height\*
- Weight\*
- Body Mass Index\*
- Chest\*
- Waist\*
- Thighs\*
- Arms\*
- Body Fat Percentage\*

The 'OK' button is highlighted with a red box. The table in the background has columns: User ID, Name, Trainer, Join Date & Time, and Verification. The footer shows '50 rows per page', 'Jump To 1 / 7 Page', and 'Total of 345 records'.

## Import Personnel

If there is a personnel file in the user's computer, the user can import it into the system.

Click **Import > Import Personnel**, select the file format to be imported (default is Excel), and choose the file to be imported, then click **OK**.

User Management / User Management / User

User Type  User ID  Name  More

Refresh New Delete Export Import Import Personnel More Make Payment Renewal Measurements

| <input type="checkbox"/>            | User ID | First Name        | Last Name | Member | Trainer Plan | Trainer | Join Date & Time    | Verification                     |
|-------------------------------------|---------|-------------------|-----------|--------|--------------|---------|---------------------|----------------------------------|
| <input checked="" type="checkbox"/> | 63      | dastagir          | d         | Member |              |         | 2025-07-10 08:22:06 | <input type="button" value="🔍"/> |
| <input type="checkbox"/>            | 200     | shaik faizan      | f         | Member |              |         | 2025-07-16 08:10:09 | <input type="button" value="🔍"/> |
| <input type="checkbox"/>            | 226     | md Azeem          | A         | Member |              |         | 2025-07-24 12:15:32 | <input type="button" value="🔍"/> |
| <input type="checkbox"/>            | 106     | md bilal          | b         | Member |              |         | 2025-07-26 08:48:14 | <input type="button" value="🔍"/> |
| <input type="checkbox"/>            | 310     | shaik abdullah fa | a         | Member |              |         | 2025-09-03 10:50:35 | <input type="button" value="🔍"/> |
| <input type="checkbox"/>            | 349     | abdul suban       | s         | Member |              |         | 2025-09-03 06:55:25 | <input type="button" value="🔍"/> |
| <input type="checkbox"/>            | 348     | md junaid huss    | j         | Member |              |         | 2025-09-03 05:51:13 | <input type="button" value="🔍"/> |
| <input type="checkbox"/>            | 347     | krishna           | k         | Member |              |         | 2025-09-03 09:34:51 | <input type="button" value="🔍"/> |
| <input type="checkbox"/>            | 346     | shaik Asif        | A         | Member |              |         | 2025-09-03 09:29:36 | <input type="button" value="🔍"/> |

50 rows per page Jump To 1 / 7 Page Total of 345 records

Import Personnel

File Format ☒ Excel

Select File  Not Uploaded

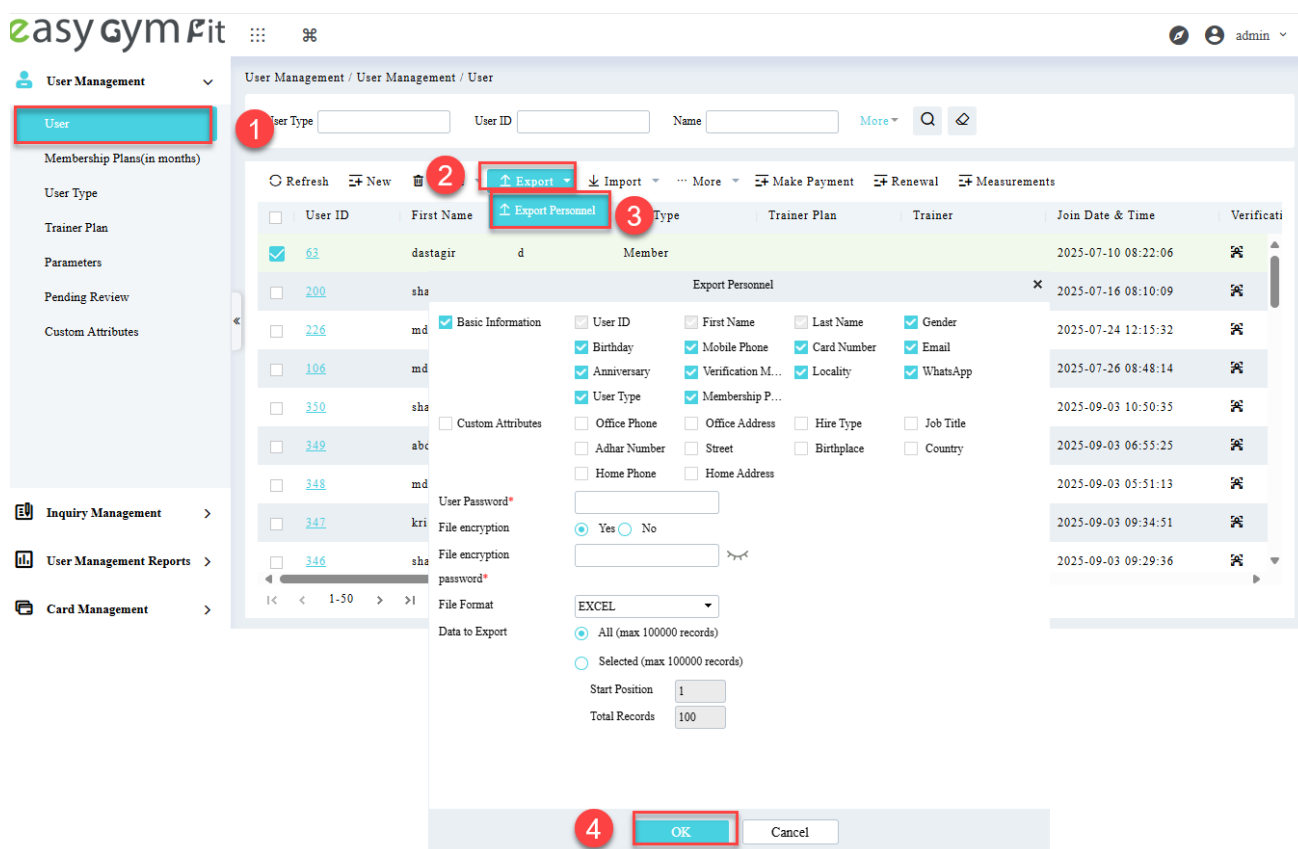
Update Existing Data ☐ Yes ☒ No

The first line of the data format is table name, the second line is header, the third line is

## Export Personnel

The **Export Personnel** feature allows you to download user or staff data from the system into a file format such as Excel or CSV. This is useful for reporting, backups, or sharing information with other departments.

Click **Export > Export Personnel**, select the basic information, and set the parameter, then click **OK**.



### 1.1.2 Memberships Plans (in months)

The Membership Plan is time-based. The member pays a defined amount for a specified period. A membership plan has a billing period (for example, monthly), and it may also have a contract length

#### Add Membership (New)

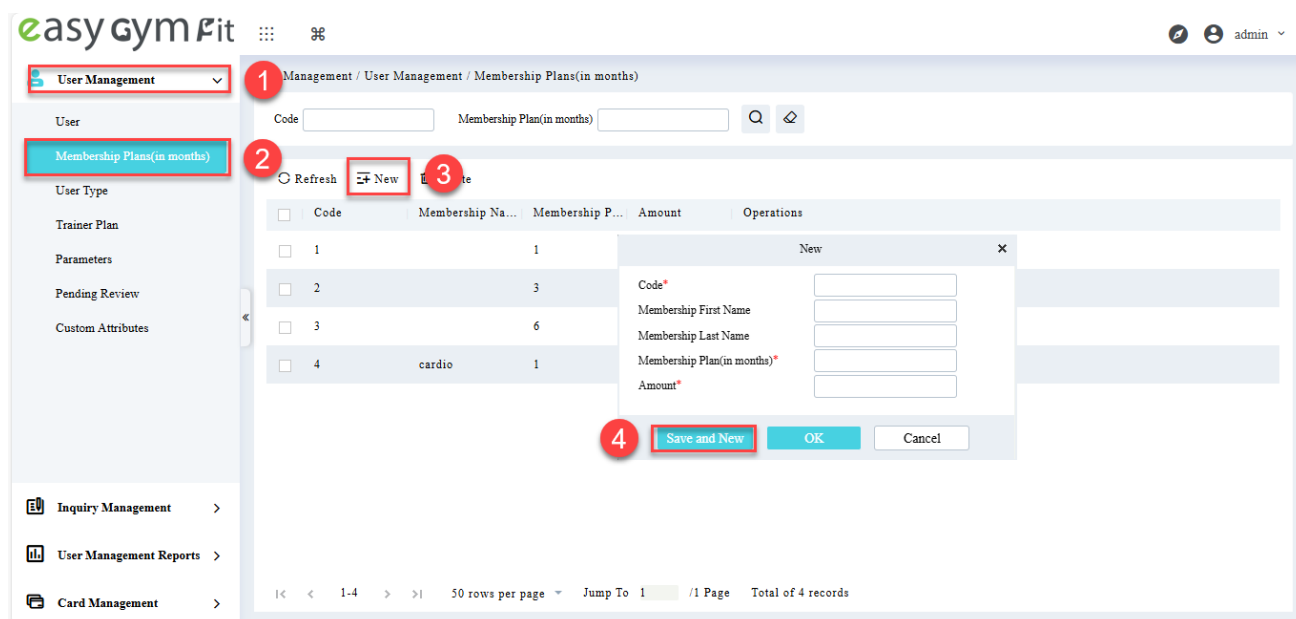
This section describes how to add new member to membership plans in Easy Gym Fit.

#### Operation Steps

**Step 1:** In the User Management Module, choose **User Management > Membership plans**.

**Step 2:** Click **New** in the left column, and the page for adding a new membership is displayed.

**Step 3:** On the page for new membership, set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.

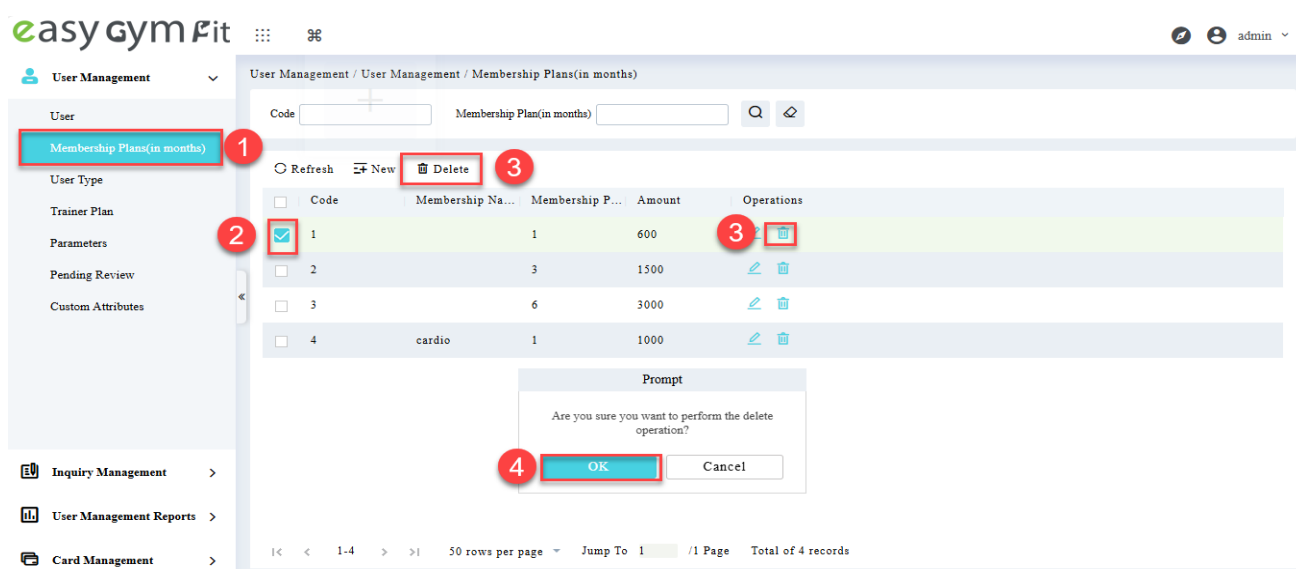


| Parameter                     | Description                               |
|-------------------------------|---|
| Membership ID                 | Enter the new membership ID               |
| Memberships Plans (in months) | Enter membership plan in terms of months. |
| Amount                        | Enter the purchase plan amount.           |

**Step 4:** Click OK to add a new membership to the easy gym fit.

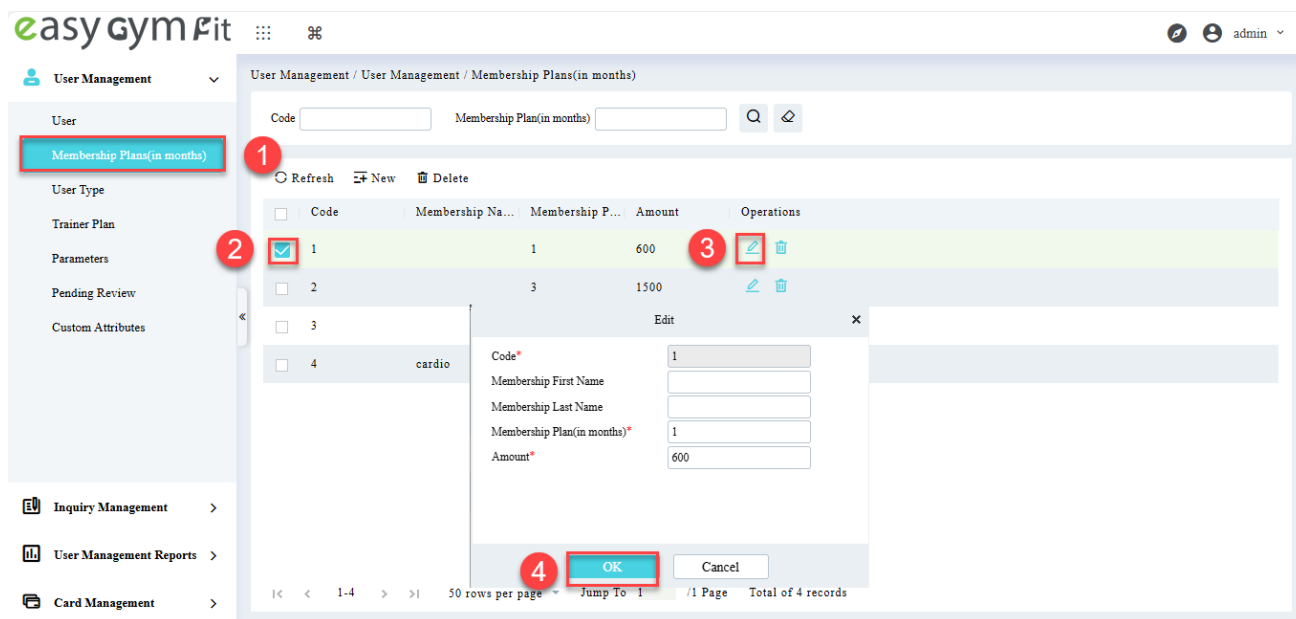
## Delete

Select the membership ID, click **Delete**, and click **OK** to delete the member.



## Edit

In the **User Management > User Management > Membership plans** > click the **Edit** icon and edit the required details then click **OK**.



### 1.1.3 User Type

User Type defines the role of a person in the system, such as Member, Trainer, Staff, or Admin. It helps determine the user's access level and available features within the application.

#### Add User Type (New)

This section describes how to add a new user type to Easy Gym Fit.

#### Operation Steps

**Step 1:** In the User Management Module, choose **User Management > User Type**.

**Step 2:** Click **New** in the left column, and the page for adding a new user type is displayed.

**Step 3:** On the page for the new user type set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.

The screenshot shows the 'User Management / User Management / User Type' page. The left sidebar has 'User Management' expanded, with 'User Type' selected. The main area shows a table with 3 records. A 'New' dialog box is open, allowing the user to enter a 'User Type ID\*' and 'User Type\*'. The 'Save and New' button is highlighted.

1 Management / User Management / User Type

User Type ID  User Type

| <input type="checkbox"/> | User Type ID | User Type | Operations |
|--------------------------|--------------|-----------|------------|
| <input type="checkbox"/> | 1            |           |            |
| <input type="checkbox"/> | 2            |           |            |
| <input type="checkbox"/> | 3            |           |            |

4

User Type ID\*

User Type\*

< > 1-3 >> 50 rows per page Jump To 1 /1 Page Total of 3 records

## Delete

Select the user type ID, click **Delete**, and click **OK** to delete the member.

The screenshot shows the 'User Management / User Management / User Type' page. The left sidebar has 'User Management' expanded, with 'User Type' selected. The main area shows a table with 3 records. The 'Delete' button is highlighted. The 'User Type ID' 1 is selected in the table.

1 Management / User Management / User Type

User Type ID  User Type

| <input type="checkbox"/>            | User Type ID | User Type | Operations |
|-------------------------------------|--------------|-----------|------------|
| <input checked="" type="checkbox"/> | 1            | Staff     |            |
| <input type="checkbox"/>            | 2            | Trainer   |            |
| <input type="checkbox"/>            | 3            | Member    |            |

2

< > 1-3 >> 50 rows per page Jump To 1 /1 Page Total of 3 records



### 1.1.4 Trainer Plan

A Trainer Plan outlines the workout and training schedule designed by a trainer for a gym member. It includes exercises, routines, and goals tailored to the member's fitness needs to help them achieve their targets effectively.

#### Add Trainer plan (New)

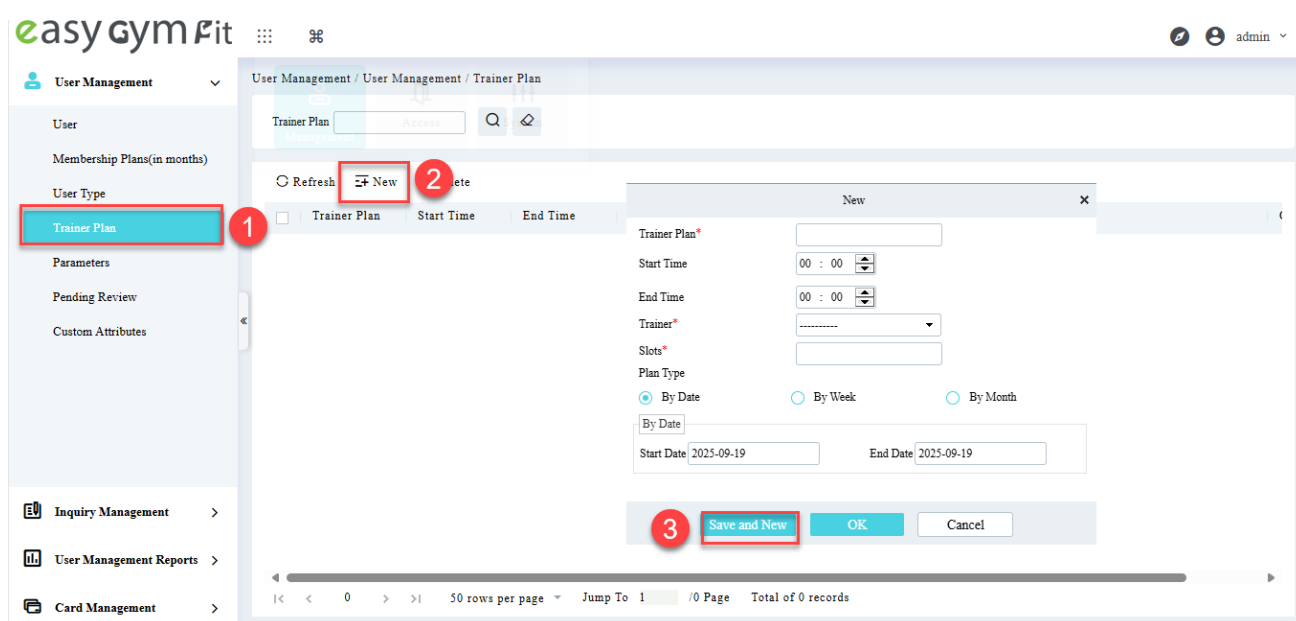
This section describes how to add a new trainer plan to the trainer plan in Easy Gym Fit.

#### Operation Steps

**Step 1:** In the User Management Module, choose **User Management > Trainer plan**.

**Step 2:** Click **New** in the left column, and the page for adding a new trainer plan is displayed.

**Step 3:** On the page for a new trainer plan set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.



| Parameter    | Description                |
|--------------|----------------------------|
| Trainer Plan | Enter Trainer Plan Name.   |
| Start Time   | Enter Training start time. |
| End Time     | Training end time.         |
| Trainer      | Select the Trainer.        |
| Slots        | Enter the slot.            |
| Plan Type    | Select the type of plan.   |

## Delete

Select the trainer plan, click **Delete**, and click **OK** to delete the trainer plan.

The screenshot shows the 'easy gym fit' web application. On the left sidebar, under 'User Management', the 'Trainer Plan' option is highlighted with a red box and a red circle labeled '1'. The main content area is titled 'User Management / User Management / Trainer Plan'. It features a search bar and a toolbar with 'Refresh', 'New', and 'Delete' buttons. The 'Delete' button is highlighted with a red box and a red circle labeled '3'. Below the toolbar is a table with columns: Trainer Plan, Start Time, End Time, Slots, Plan Type, Trainer, and Period. Two rows are visible: 'Prainer Plan-1' and 'Trainer Plan-2'. The 'Prainer Plan-1' row is selected with a checkbox, highlighted with a red box and a red circle labeled '2'. A modal dialog box is open in the center, asking 'Are you sure you want to perform the delete operation?'. It has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. At the bottom of the table, it says '50 rows per page', 'Jump To 1 / 1 Page', and 'Total of 2 records'.

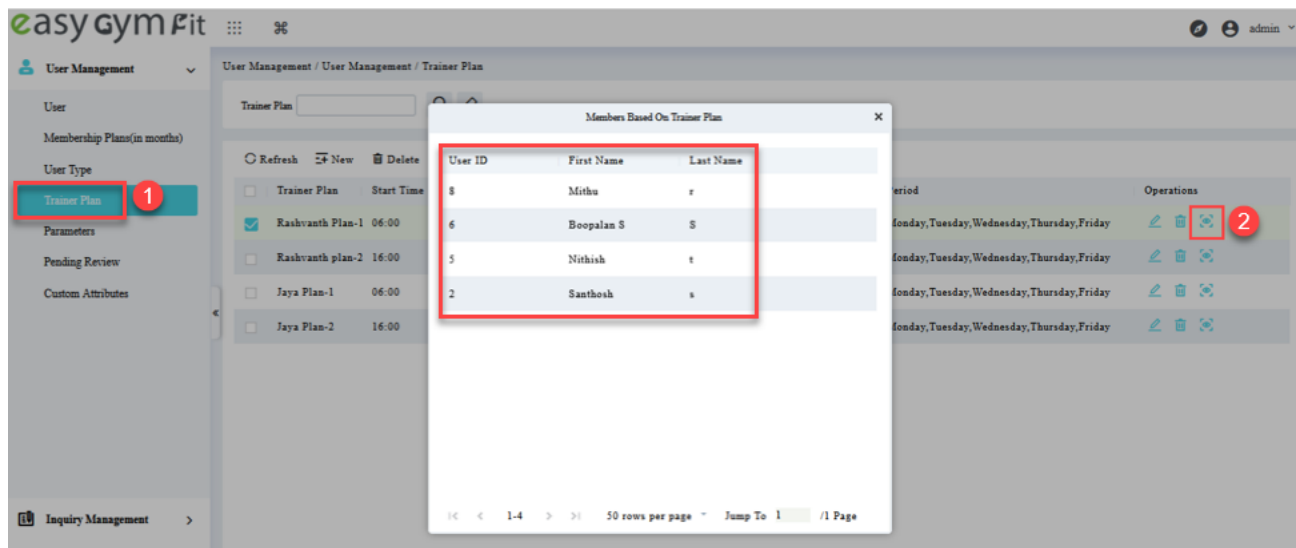
## Edit

In the **User Management > Trainer plan**, click the **Edit** icon and edit the required details, then click **OK**.

The screenshot shows the 'easy gym fit' web application. On the left sidebar, under 'User Management', the 'Trainer Plan' option is highlighted with a red box and a red circle labeled '1'. The main content area is titled 'User Management / User Management / Trainer Plan'. It features a search bar and a toolbar with 'Refresh', 'New', and 'Delete' buttons. Below the toolbar is a table with columns: Trainer Plan, Start Time, End Time, Slots, Plan Type, Trainer, Period, and Operations. Two rows are visible: 'Prainer Plan-1' and 'Trainer Plan-2'. The 'Prainer Plan-1' row is selected with a checkbox, highlighted with a red box and a red circle labeled '2'. In the 'Operations' column for 'Prainer Plan-1', the 'Edit' icon (a pencil) is highlighted with a red box. An 'Edit' modal dialog box is open in the center. It contains fields for 'Trainer Plan' (set to 'Prainer Plan-1'), 'Start Time' (06:00), 'End Time' (10:00), 'Trainer' (Trainer), and 'Slots' (10). There are radio buttons for 'By Date', 'By Week' (selected), and 'By Month'. Under 'By Week', there are checkboxes for days of the week: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (checked). At the bottom of the modal, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box and a red circle labeled '3'. At the bottom of the table, it says '50 rows per page', 'Jump To 1 / 1 Page', and 'Total of 2 records'.

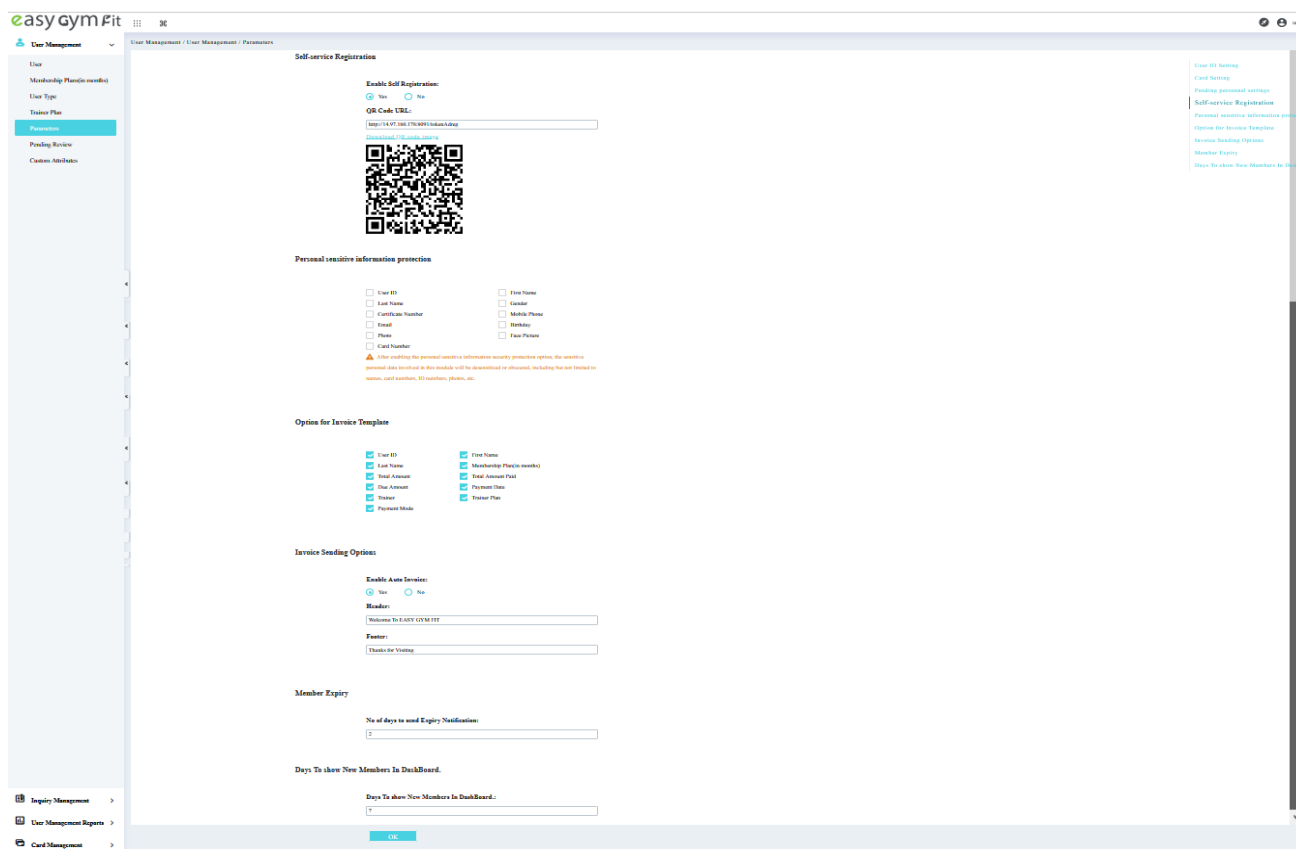
## Preview

In the User Management > User Management > Preview, click the Preview icon and view the details.



## 1.1.5 Parameters

Click User Management > User Management > Parameters, then set up all the settings, then click OK.



## User ID Setting

- **The Maximum Length:** Sets how many characters a user ID can have.
- **Support Letters:** Decides if user IDs can include alphabets (A–Z) or only numbers.
- **User ID Auto-increment:** If set to Yes, the system will automatically generate sequential user IDs (e.g., 1001, 1002, 1003).

## Card Setting

- Used to configure card-related details (not shown fully in the screenshot). For access/membership cards.

## Self-service Registration

- **Enable Self Registration:** Allows members to register themselves without staff assistance.
- **QR Code URL:** The link generated by the system for registration.
- **QR Code Image:** A scannable code that members can use with their phones to open the registration page.

## Personal Sensitive Information Protection

- Protects sensitive user data (e.g., name, ID number, phone, photo, birthday).
- When enabled, this information is hidden, masked, or encrypted so it cannot be misused.

## Option for Invoice Template

- Let's you choose what details appear on invoices.
- For example: user details (ID, name), membership info, payment details, and trainer information.

## Invoice Sending Options

- **Header:** Text displayed at the top of invoices (e.g., a welcome message).
- **Footer:** Text displayed at the bottom of invoices (e.g., thank-you note).

## Member Expiry

- **No. of days to Verification Mode\*:** Sets the number of days before a membership ends that the system should notify the member.

## Days to Show New Members in Dashboard

- **Days To Show New Members:** Specifies how long new members appear in the dashboard as new.

## QR Code for UPI Transactions

- **QR Code Upload:** Allows uploading a UPI QR code for payment.
- **Delete QR Code:** Removes the uploaded QR code.

## Membership Expire Notification

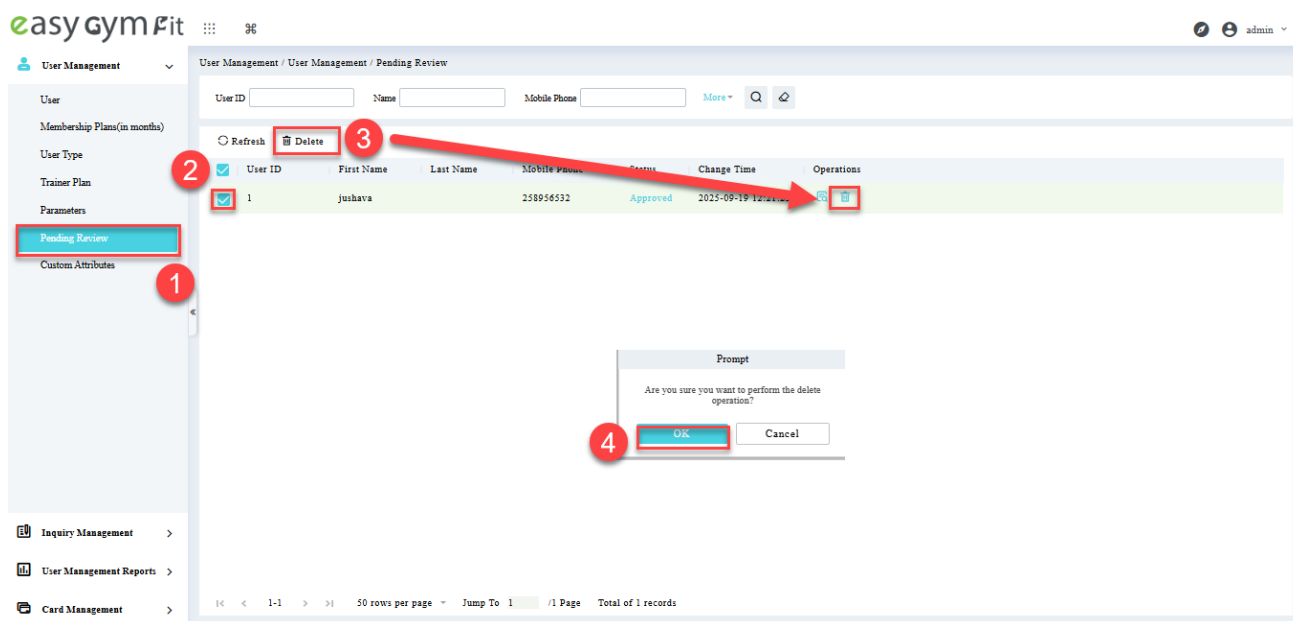
- Defines the **time of day** (hour: minute) when the system will send out membership expiry notifications.

### 1.1.6 Pending Review

Users can register through a self-service form, after which their status will be 'pending review' until approved as active members.

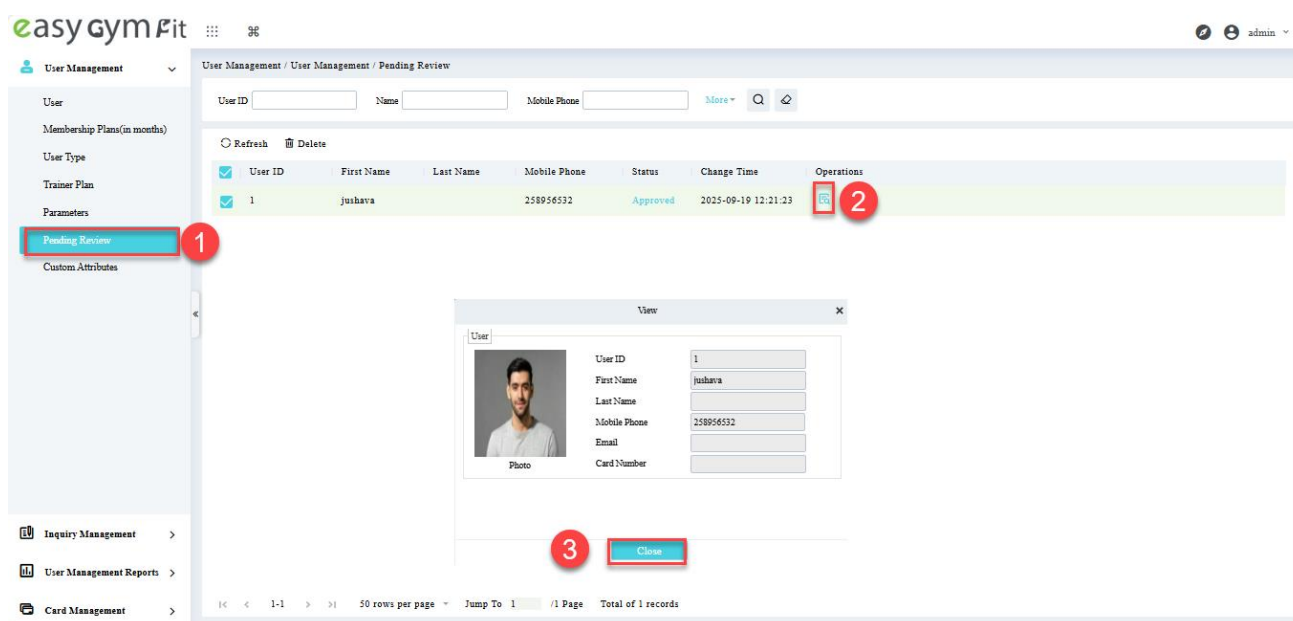
#### Delete

Select the User ID, click **Delete**, and click **OK** to delete the user.



#### View

Select the User ID, click on **View** icon to view the user details with a picture.



## 1.1.7 Custom Attributes

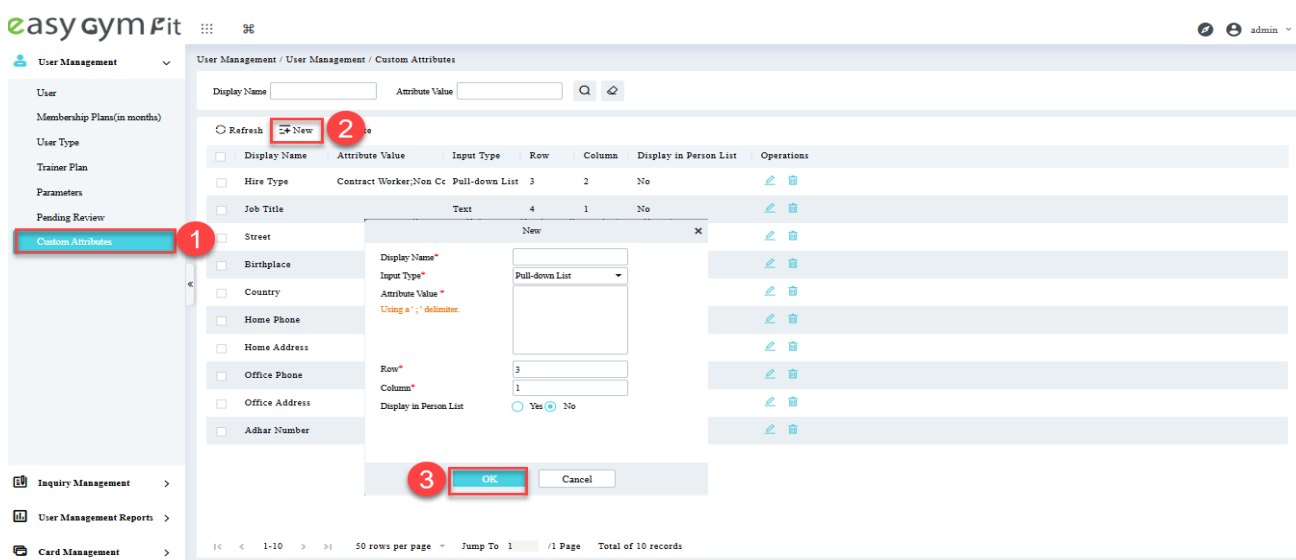
### Add Custom Attributes (New)

This section describes how to add a new custom attribute to custom attributes in Easy Gym Fit.

#### Operation Steps

**Step 1:** In the User Management Module, choose **User Management > Custom Attributes**.

**Step 2:** Click **New** in the left column, and the page for adding a new custom attribute is displayed.



| Parameter              | Description  |
|------------------------|--|
| Display name           | Enter the name that should be displayed.                               |
| Input Type             | Select the type of input.  |
| Attribute Value        | Enter attribute value.   |
| Row                    | Enter the Number of Row should be displayed.                           |
| Column                 | Enter the Number of columns that should be displayed.                  |
| Display in person list | Users can choose to display in the person list by selecting Yes or No. |

## Delete

Select the **Custom Attributes Name**, click **Delete**, and click **OK** to delete the custom attributes.

The screenshot shows the 'User Management / Custom Attributes' interface. The left sidebar has 'Custom Attributes' highlighted (1). The top bar has 'Delete' (2). The table lists attributes, with 'Hire Type' selected and a delete icon in the 'Operations' column (3). A confirmation dialog 'Are you sure you want to perform the delete operation?' is shown with an 'OK' button (4).

| Display Name                        | Attribute Value | Input Type   | Row            | Column | Display in Person List | Operations      |                 |
|-------------------------------------|-----------------|--|----------------|--------|------------------------|-----------------|-----------------|
| <input checked="" type="checkbox"/> | Hire Type       | Contract Worker;Non Cc                                 | Pull-down List | 3      | 2                      | No              | [Edit] [Delete] |
| <input type="checkbox"/>            | Job Title       | Text   | 4              | 1      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/>            | Street          | Prompt   |                |        | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/>            | Birthplace      | Are you sure you want to perform the delete operation? |                |        | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/>            | Country         |  |                |        | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/>            | Home Phone      |  |                |        | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/>            | Home Address    | Text   | 6              | 2      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/>            | Office Phone    | Text   | 7              | 1      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/>            | Office Address  | Text   | 7              | 2      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/>            | Adhar Number    | Text   | 16             | 1      | Yes                    | [Edit] [Delete] |                 |

## Edit

In the **User Management > Custom Attributes**, click the **Edit** icon and edit the required details, then click **OK**.

The screenshot shows the 'User Management / Custom Attributes' interface. The left sidebar has 'Custom Attributes' highlighted (1). The table lists attributes, with 'Hire Type' selected and an edit icon in the 'Operations' column (2). An 'Edit' dialog is open, showing fields for 'Display Name', 'Input Type', 'Attribute Value', 'Row', 'Column', and 'Display in Person List', with an 'OK' button (3).

| Display Name             | Attribute Value | Input Type             | Row            | Column | Display in Person List | Operations      |                 |
|--------------------------|-----------------|------------------------|----------------|--------|------------------------|-----------------|-----------------|
| <input type="checkbox"/> | Hire Type       | Contract Worker;Non Cc | Pull-down List | 3      | 2                      | No              | [Edit] [Delete] |
| <input type="checkbox"/> | Job Title       | Text                   | 4              | 1      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/> | Street          | Text                   | 4              | 2      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/> | Birthplace      | Text                   | 5              | 1      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/> | Country         | Text                   | 5              | 2      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/> | Home Phone      | Text                   | 6              | 1      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/> | Home Address    | Text                   | 6              | 2      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/> | Office Phone    | Text                   | 7              | 1      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/> | Office Address  | Text                   | 7              | 2      | No                     | [Edit] [Delete] |                 |
| <input type="checkbox"/> | Adhar Number    | Text                   | 16             | 1      | Yes                    | [Edit] [Delete] |                 |

## 1.2 Inquiry Management

### 1.2.1 Inquiry Management

Inquiry Management is used to manage and track inquiries from potential or existing gym members. It helps record details like name, contact information, type of inquiry, follow-up status, and remarks for better communication and conversion tracking.

#### Add Inquiry Management (New)

This section describes how to add a new Inquiry Management to the Inquiry Management in Easy Gym Fit.

#### Operation Steps

**Step 1:** In the User Management Module, choose **User Management > Inquiry Management**.

**Step 2:** Click **New** in the left column, and the page for adding a new Inquiry management is displayed.

**Step 3:** On the page for Inquiry management set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.

The screenshot shows the 'easy gym fit' web application. In the 'User Management' module, the 'Inquiry Management' option is selected in the sidebar. The main content area shows a table with columns: Inquiry ID, First Name, Last Name, Email, and Operations. A modal form titled 'Inquiry Management' is open, allowing users to add a new inquiry. The form includes fields for Inquiry ID, First Name, Last Name, Email, Reason For Visit, Join Date & Time, and WhatsApp. The 'Save and New' button is highlighted with a red box and a red circle with the number 4.

| Parameter          | Description                        |
|--------------------|------------------------------------|
| Inquiry ID         | The user can customize their name. |
| Reason for visit   | Mention the reason for the visit.  |
| First Name         | Enter the user's first name.       |
| Last Name          | Enter the user's last name.        |
| Birthday           | Enter birth date.                  |
| Join Date and Time | Set the joining date and time.     |



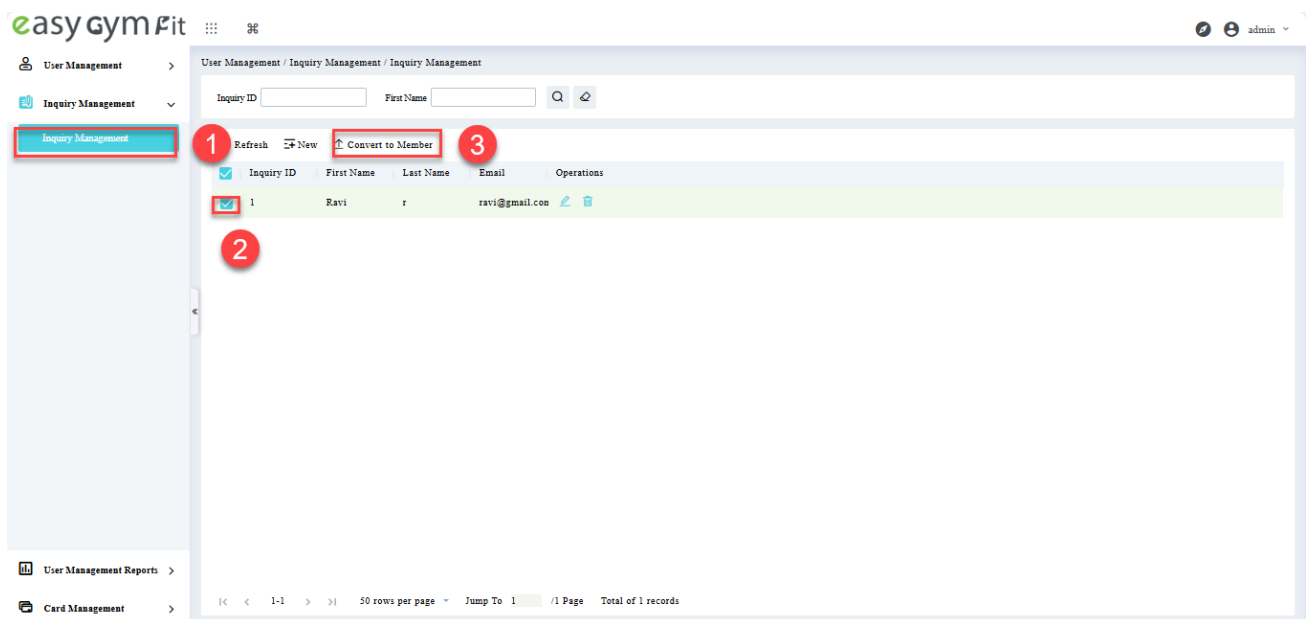
| Parameter    | Description                    |
|--------------|--------------------------------|
| Gender       | Select the gender.             |
| Email        | Enter the new user locality.   |
| Mobile Phone | Set the joining date and time. |
| WhatsApp     | Enter WhatsApp number.         |
| Locality     | Enter the locality.            |

## Convert to Member

**Step 1:** In the User Management Module, choose **User Management > Convert to Member**.

**Step 2:** Select the inquiry ID and then click on the convert to member, and the page for adding a new convert to member is displayed.

**Step 3:** On the page for converting to member set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.



## Edit

In User Management > User Management > Convert to Member, click the **Edit** icon and edit the required details. Then, click **OK**.

The screenshot displays the 'easygymfit' User Management interface. The left sidebar shows 'Inquiry Management' selected. The main area shows a table with one record: Inquiry ID 1, First Name Ravi, Last Name r, Email ravi@gmail.com. A red circle '1' highlights the 'Inquiry Management' menu item. A red circle '2' highlights the 'Edit' icon in the 'Operations' column. A red circle '3' highlights the 'OK' button in the 'Edit' modal. The modal contains fields for Inquiry ID, First Name, Last Name, Birthday, Gender, Mobile Phone, Locality, Reason For Visit, Last Name, Join Date & Time, Email, and WhatsApp. The 'OK' button is highlighted with a red circle '3'.

## Delete

Select the **Inquiry ID**, click **Delete**, and click **OK** to delete the inquiry user.

The screenshot displays the 'easygymfit' User Management interface. The left sidebar shows 'Inquiry Management' selected. The main area shows a table with one record: Inquiry ID 1, First Name Ravi, Last Name r, Email ravi@gmail.com. A red circle '1' highlights the 'Inquiry Management' menu item. A red circle '2' highlights the 'Delete' icon in the 'Operations' column. A red circle '3' highlights the 'OK' button in the 'Prompt' dialog. The dialog asks 'Are you sure you want to perform the delete operation?' and has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red circle '3'.

## 1.3 User Management Reports

### 1.3.1 Payment Report

#### Due Pay

Shows a list of payments that users still owe or are overdue. It's used to track unpaid amounts.

Select the user ID and click **Due Pay**. A pop-up will appear; click **OK**, and the user can see that the payment status is partially paid.

The screenshot displays the 'Payment Report' section of the easy gym Fit application. The left sidebar shows the navigation menu with 'User Management Reports' expanded, and 'Payment Report' selected. The main area shows a table of payment records. The 'Due Pay' button is highlighted with a red circle and the number 4. A confirmation pop-up is shown with the text 'Are you want to perform the Due Pay operation?' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red circle and the number 5. The table has columns: User ID, User Name, Payment ID, Total Amount Paid, Due Amount, Payment Mode, Payment Status, and Payment Date. The table shows several records with 'Un Paid' status.

| User ID | User Name        | Payment ID | Total Amount Paid | Due Amount | Payment Mode | Payment Status | Payment Date        |
|---------|------------------|------------|-------------------|------------|--------------|----------------|---------------------|
| 348     | md junaid hass j |            |                   |            |              | Un Paid        |                     |
| 301     | Saif ali s       |            |                   |            |              | Un Paid        |                     |
| 299     | md kaleemuddin k |            |                   |            |              | Un Paid        |                     |
| 68      | e Srinivas e     |            |                   |            |              | Un Paid        |                     |
| 4       | ahmed a          |            |                   |            |              | Un Paid        |                     |
| 174     | Mohd Asad ma     |            |                   |            |              | Un Paid        |                     |
| 1       | jushava          |            |                   |            |              | Un Paid        |                     |
| 176     | abdul matteen m  |            |                   |            |              | Un Paid        |                     |
| 157     | abdul haseeb h   |            |                   |            |              | Un Paid        |                     |
| 133     | md wahab w       |            |                   |            |              | Un Paid        |                     |
| 63      | dastagir d       | 101        | 600               | 0          | Cash         | Fully Paid     | 2025-09-17 10:31:55 |
| 95      | azeem a          |            |                   |            |              | Un Paid        |                     |
| 345     | abdul saber s    | 105        | 600               | 0          | Cash         | Fully Paid     | 2025-09-19 12:13:16 |

#### Invoice Send

Send invoices to users, typically for payments they need to make.

Select the user ID and click **Invoice Send**. A pop-up will appear; click **OK**, and the selected user can get the invoice.

The screenshot displays the 'Payment Report' section of the easy gym Fit application. The left sidebar shows the navigation menu with 'User Management Reports' expanded, and 'Payment Report' selected. The main area shows a table of payment records. The 'Invoice Send' button is highlighted with a red circle and the number 4. A confirmation pop-up is shown with the text 'Are you want to perform the Invoice Send operation?' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red circle and the number 5. The table has columns: User ID, User Name, Payment ID, Total Amount Paid, Due Amount, Payment Mode, Payment Status, and Payment Date. The table shows several records with 'Un Paid' status.

| User ID | User Name        | Payment ID | Total Amount Paid | Due Amount | Payment Mode | Payment Status | Payment Date        |
|---------|------------------|------------|-------------------|------------|--------------|----------------|---------------------|
| 348     | md junaid hass j |            |                   |            |              | Un Paid        |                     |
| 301     | Saif ali s       |            |                   |            |              | Un Paid        |                     |
| 299     | md kaleemuddin k |            |                   |            |              | Un Paid        |                     |
| 68      | e Srinivas e     |            |                   |            |              | Un Paid        |                     |
| 4       | ahmed a          |            |                   |            |              | Un Paid        |                     |
| 174     | Mohd Asad ma     |            |                   |            |              | Un Paid        |                     |
| 1       | jushava          |            |                   |            |              | Un Paid        |                     |
| 176     | abdul matteen m  |            |                   |            |              | Un Paid        |                     |
| 157     | abdul haseeb h   |            |                   |            |              | Un Paid        |                     |
| 133     | md wahab w       |            |                   |            |              | Un Paid        |                     |
| 63      | dastagir d       | 101        | 600               | 0          | Cash         | Fully Paid     | 2025-09-17 10:31:55 |
| 95      | azeem a          |            |                   |            |              | Un Paid        |                     |
| 345     | abdul saber s    | 105        | 600               | 0          | Cash         | Fully Paid     | 2025-09-19 12:13:16 |

**Note:** Only paid users can get the invoice structure.

## Export Payment

Export Payment: Allows you to download payment details in a file (like CSV or PDF) for record-keeping or reporting.

Click on the **Export Payment**. A pop-up will appear, then enter the details, select the file format, click **OK**, and the user's payment file will be exported.

The screenshot shows the 'easygymfit' interface. On the left sidebar, 'User Management Reports' is expanded, and 'Payment Report' is selected. The main area displays a table of payment reports. A red box labeled '1' points to the 'User Management Reports' menu. A red box labeled '2' points to the 'Payment Report' menu. A red box labeled '3' points to the 'Export Payment' button in the top right of the table. A red box labeled '4' points to the 'OK' button in the 'Export Payment' modal.

| User ID | User Name        | Payment ID | Total Amount Paid | Due Amount | Payment Mode | Payment Status | Payment Date        |
|---------|------------------|------------|-------------------|------------|--------------|----------------|---------------------|
| 348     | md junsaid hus j |            |                   |            |              | Un Paid        |                     |
| 301     | Saif ali s       |            |                   |            |              | Un Paid        |                     |
| 299     | md kaleemuddin k |            |                   |            |              |                |                     |
| 68      | e Srinivas e     |            |                   |            |              |                |                     |
| 4       | ahmed a          |            |                   |            |              |                |                     |
| 174     | Mohd Asad ma     |            |                   |            |              |                |                     |
| 1       | jushava          |            |                   |            |              |                |                     |
| 176     | abdul matteen m  |            |                   |            |              |                |                     |
| 157     | abdul haseeb h   |            |                   |            |              |                |                     |
| 133     | md wahab w       |            |                   |            |              |                |                     |
| 63      | dastagir d       | 101        |                   |            |              |                | 2025-09-17 10:31:55 |
| 95      | azeem a          |            |                   |            |              |                |                     |
| 345     | abdul saber s    | 105        |                   |            |              |                | 2025-09-19 12:13:16 |

### 1.3.2 Payment History Report

The Payment History Report provides a detailed record of all payments made by users within a specified time period. It helps track and review past transactions, including the amounts paid, payment dates, and payment methods.

The screenshot shows the 'easygymfit' interface. On the left sidebar, 'User Management Reports' is expanded, and 'Payment History Report' is selected. The main area displays a table of payment history. A red box labeled '1' points to the 'User Management Reports' menu. A red box labeled '2' points to the 'Payment History Report' menu. A red box labeled '3' points to the 'Refresh' button in the top right of the table.

| User ID | User Name                | Payment ID | Paid Amount | Due Amount | Payment Mode | Payment Date        |
|---------|--------------------------|------------|-------------|------------|--------------|---------------------|
| 108     | noor ul hasan h          | 109        | 600         | 0          | Cash         | 2025-09-19 12:14:01 |
| 142     | mohsin ahmed siddiqi m   | 108        | 600         | 0          | Cash         | 2025-09-19 12:13:52 |
| 21      | Shaik Forquan Qaderi     | 107        | 600         | 0          | Cash         | 2025-09-19 12:13:33 |
| 339     | MIR MERAJ ALI KHAN       | 106        | 600         | 0          | Cash         | 2025-09-19 12:13:23 |
| 345     | abdul saber s            | 105        | 600         | 0          | Cash         | 2025-09-19 12:13:16 |
| 346     | shaik Asif A             | 104        | 600         | 0          | Cash         | 2025-09-19 12:13:08 |
| 349     | abdul ruban s            | 103        | 600         | 0          | Cash         | 2025-09-19 12:13:01 |
| 350     | shaik abduallah farhan a | 102        | 600         | 0          | Cash         | 2025-09-19 12:12:53 |
| 63      | dastagir d               | 101        | 600         | 0          | Cash         | 2025-09-17 10:31:55 |
| 63      | dastagir d               | 100        | 1000        | 0          | Cash         | 2025-09-17 10:31:33 |
| 200     | shaik faizan f           | 99         | 600         | 0          | Cash         | 2025-09-04 14:51:49 |
| 106     | md bilal b               | 98         | 600         | 0          | Cash         | 2025-09-04 09:58:42 |
| 200     | shaik faizan f           | 97         | 600         | 0          | Cash         | 2025-09-02 21:01:15 |

### 1.3.3 New Member Report

Click on **User Management > User Management Report > New Members Report** to view the new memberships will be listed on this page.

The screenshot shows the 'New Member Report' page. The left sidebar has 'User Management Reports' expanded, with 'New Member Report' highlighted. The main area shows a table of new members with columns: User ID, User Name, User Type, Membership Plan(in months), Gender, and Create Time. Two members are listed: 'test f' and 'ttfs', both as 'Member' type with a 1-month plan, created on 2025-10-27.

| User ID  | User Name | User Type | Membership Plan(in months) | Gender | Create Time         |
|----------|-----------|-----------|----------------------------|--------|---------------------|
| 14552169 | test f    | Member    | 1                          | Male   | 2025-10-27 16:12:07 |
| 14552168 | ttfs      | Member    | 1                          |        | 2025-10-27 16:07:21 |

### 1.3.4 Expiry Members Report

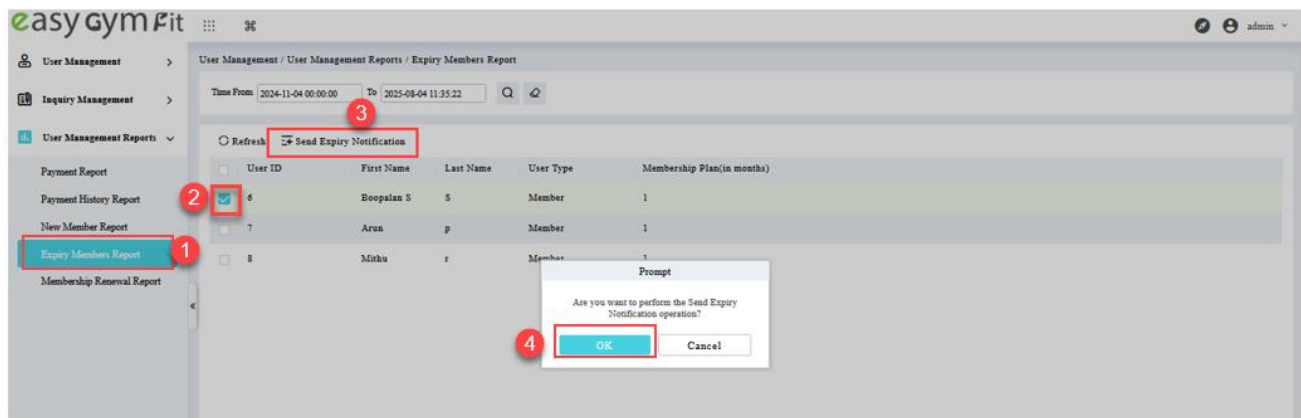
Click on **User Management > User Management Report > Expiry Members Report** to view the expired memberships will be listed on this page.

The screenshot shows the 'Expiry Members Report' page. The left sidebar has 'User Management Reports' expanded, with 'Expiry Members Report' highlighted. The main area shows a table with columns: User ID, First Name, Last Name, User Type, and Membership Plan(in months). The table is empty, and a 'No data' message is displayed at the bottom.

| User ID | First Name | Last Name | User Type | Membership Plan(in months) |
|---------|------------|-----------|-----------|----------------------------|
|---------|------------|-----------|-----------|----------------------------|

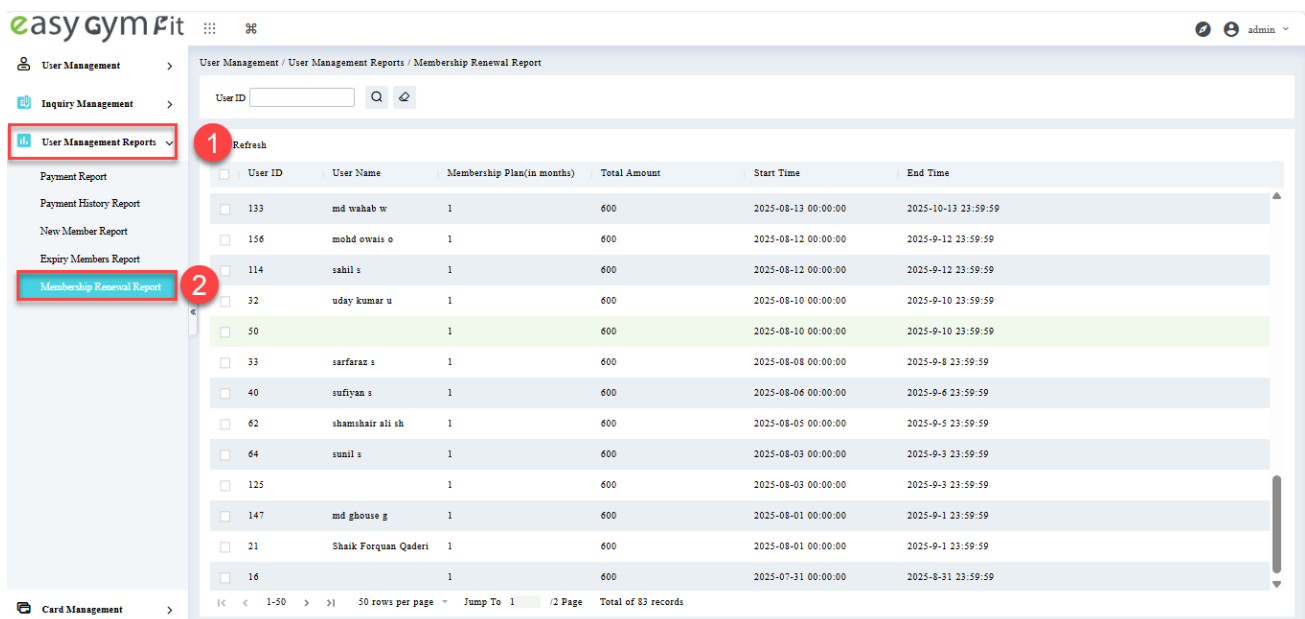
## Send Expiry Notification

Click on User Management > User Management Report > Send Expiry Notification to send the notification to the user.



### 1.3.5 Members Renewal Report

This report shows information about members who have renewed their gym memberships. It helps track renewal activity and membership durations.

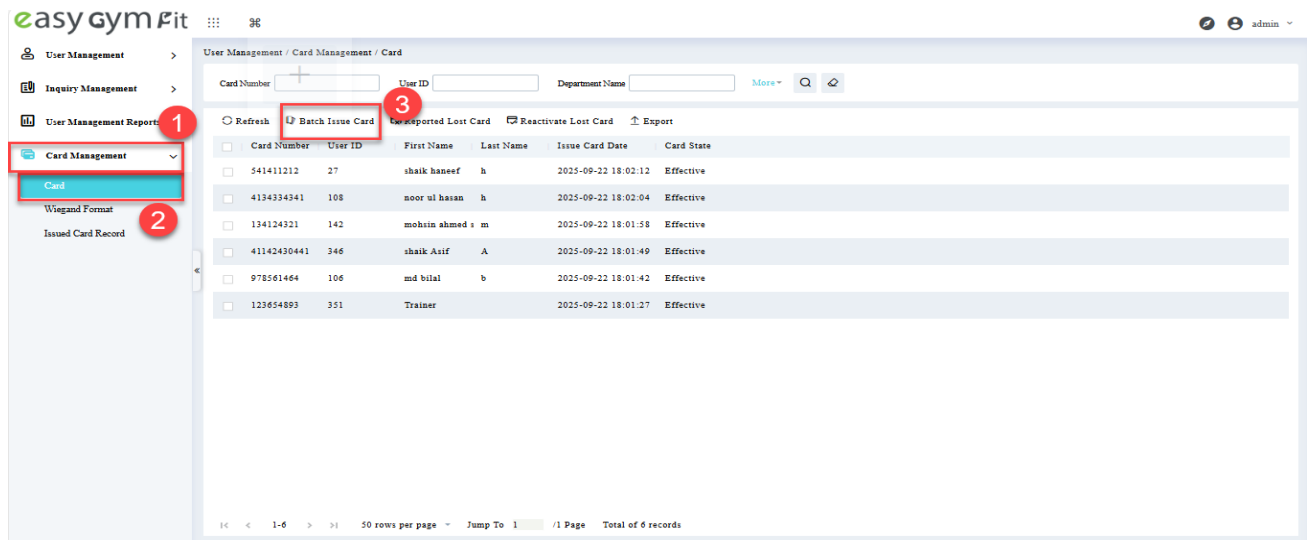


## 1.4 Card Management

### 1.4.1 Card

Gym Assistants can print membership cards for members, either one at a time on single sheets of paper or as a batch with multiple cards on one sheet.

#### Batch Issue Card



1. Fill the fields for Department Name, Start Personnel ID, End Personnel ID, Card Enrollment Method, and Input Card Number.
2. Enter Start and End Personnel No. and click **Generate List** to generate personnel list and show all personnel without cards within this number series.

**Note:** The Start and End Personnel No. only support numbers.

3. Select Card Enrollment Method: Register with a USB Reader or device.  
 If you want to enroll a card with a USB Reader, you may place the card over the "issue machine" directly. The System will get the card number and issue it to the user in the list on the left.  
 For the use of device, you need to select the position of punching, click start to read, the system will read the card number automatically, and issue it to the user in the list on the left one by one. After that, click Stop to read.  
**Note:** During the Batch Issue Card, the system will check whether the card issuer issues card or not, if the card has been issued before, the system will prompt "The Card Number has already been issued".
4. Click **OK** to complete the card issue and exit.

## Reported Lost Card

This option is used when a member reports that their gym membership card is lost.

The screenshot displays the 'easy gym Fit' web application interface. On the left sidebar, under 'Card Management', the 'Card' option is highlighted with a red box and labeled '1'. The main content area shows the 'Card Management / Card Management / Card' page. At the top, there are search filters for Card Number, User ID, and Department Name. Below these are action buttons: Refresh, Batch Issue, **Reported Lost Card** (labeled '3'), Reactivate Lost Card, and Export. A table lists six cards with columns: Card Number, User ID, First Name, Last Name, Issue Card Date, and Card State. The first card (541411212) is selected with a checkbox (labeled '2'). A modal dialog is open, asking 'Are you want to perform the Reported Lost Card operation?' with 'OK' (labeled '4') and 'Cancel' buttons. The bottom of the page shows pagination: '50 rows per page', 'Jump To 1', '/1 Page', and 'Total of 6 records'.

## Reactivate Lost Card

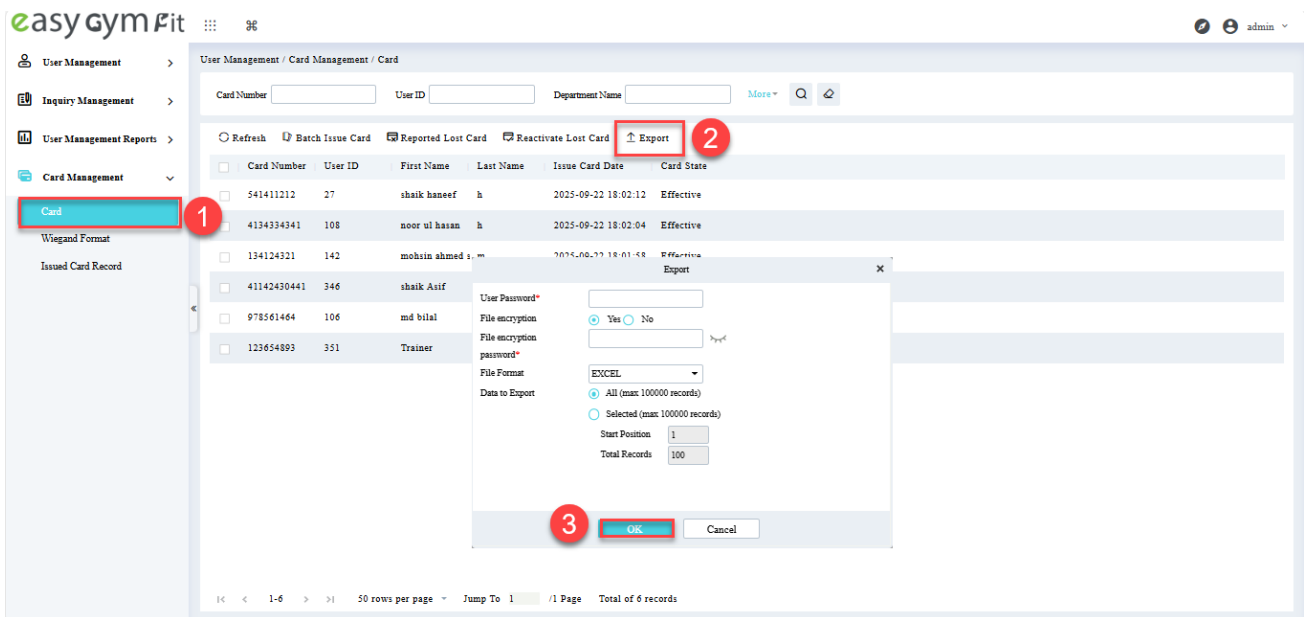
This option is used to reactivate a lost card that was either found or replaced.

The screenshot displays the 'easy gym Fit' web application interface for the 'Reactivate Lost Card' process. The sidebar shows 'Card Management' (labeled '1') and 'Card' (labeled '2'). The main area shows the 'Card Management / Card Management / Card' page. The 'Reactivate Lost Card' button is highlighted with a red box and labeled '4'. A table lists six cards, with the first card (541411212) selected (checkbox labeled '3'). A modal dialog is open, asking 'Are you want to perform the Reactivate Lost Card operation?' with 'OK' (labeled '5') and 'Cancel' buttons. The bottom of the page shows pagination: '50 rows per page', 'Jump To 1', '/1 Page', and 'Total of 6 records'.



## Export

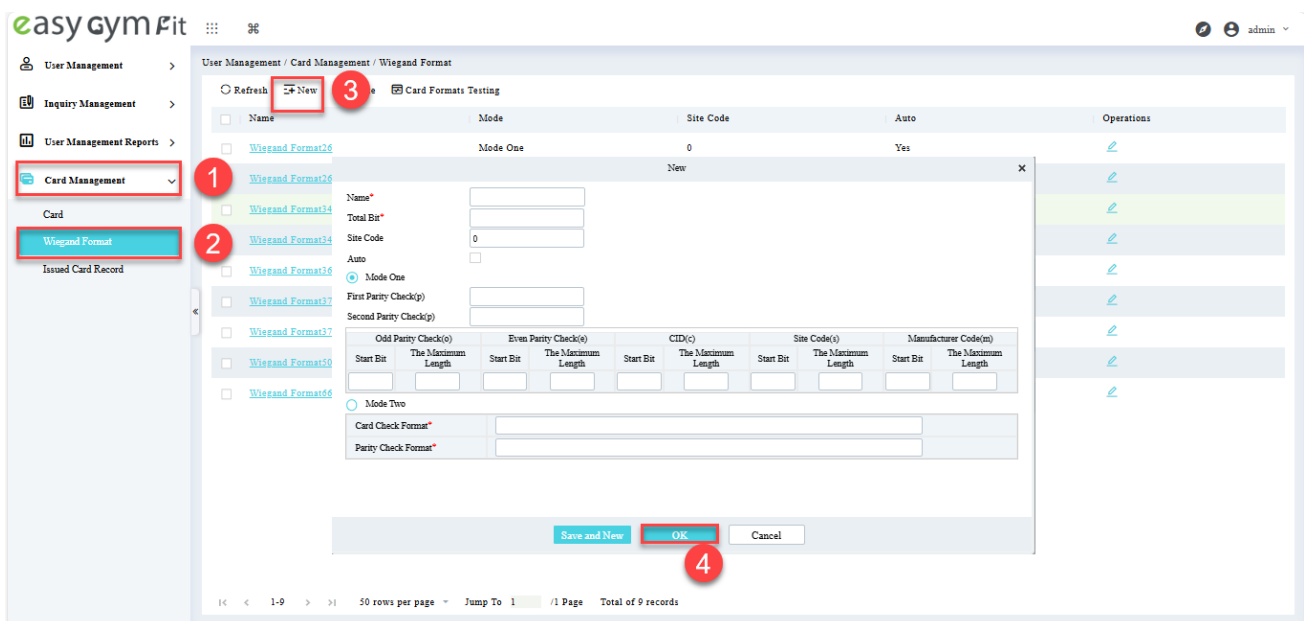
Click **Export**, enter the user password in the displayed security verification dialog box, and select whether to encrypt the file and the file format to export, and click **OK**.



### 1.4.2 Wiegand Format

Wiegand format is a common way that access control systems send data from card readers to controllers using two wires called Data0 and Data1. The data is made up of bits; the format usually consists of a series of bits (like 26-bit, 34-bit, or 37-bit Wiegand), which include a facility code (to identify the location) and a card number (to identify the person). When a card is scanned, the reader sends these bits as a series of zeros and ones to the controller, which then checks if the person has access.

### Add Wiegand Format (New)



| Parameter | Description   |
|-----------|---|
| Name      | Enter the user's name.  |
| Total Bit | Enter the total bits.   |
| Site Code | Enter site code.  |
| Mode One  | In Mode One Odd Parity Check, Even Parity Check, CID, Site Code, and Manufacturer Code should be set as Start Bit and The Maximum Length. |
| Mode Two  | In Mode Two Card Check format and Parity check Format must be entered.  |

This software supports two modes for adding the Wiegand Format: If mode 1 does not meet your setting requirements, you may switch it to mode 2. Take Wiegand Format 37 as an example:

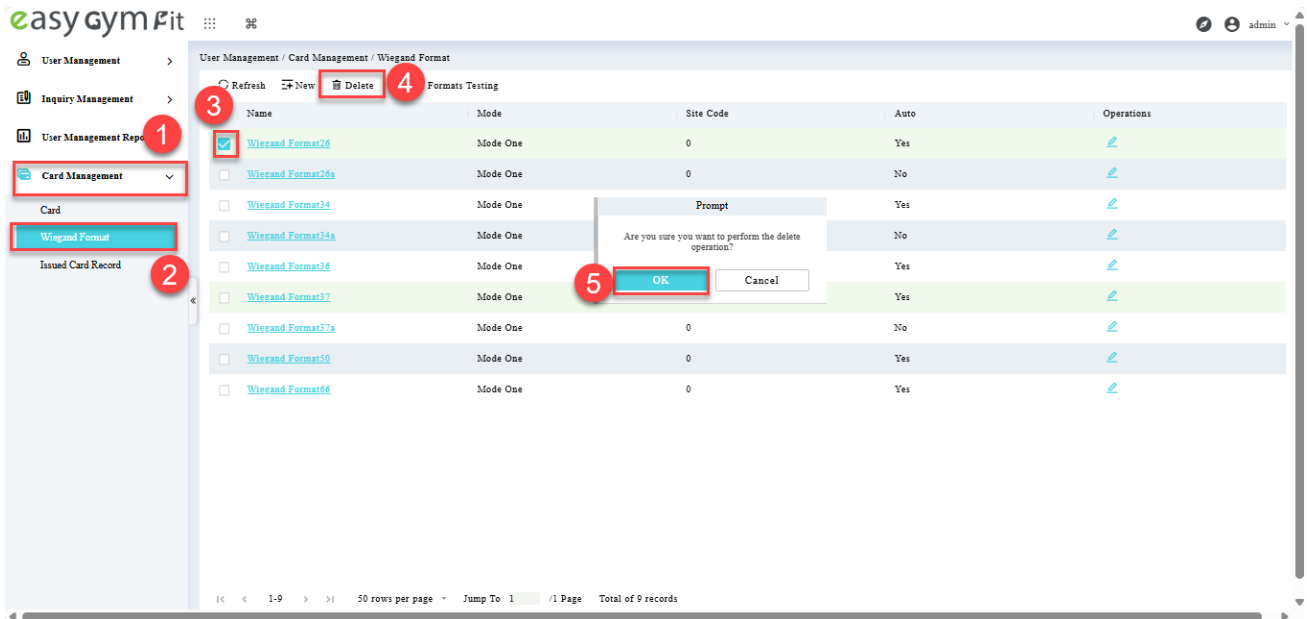
### Format Specifying:

"P" indicates Parity Position; "s" indicates Site Code; "c" indicates Cardholder ID; "m" indicates Manufactory Code; "e" indicates Even Parity; "O" indicates Odd Parity; "b" indicates both odd check and even check; "x" indicates parity bits no check.

The previous Wiegand Format 37: the first parity bits (p) check "eeeeeeeeeeeeeeee"; the second parity bits check "oooooooooooooooo". Card Check Format can only be set "p, x, m, c, s"; Parity Check Format can only be set "x, b, o, e".

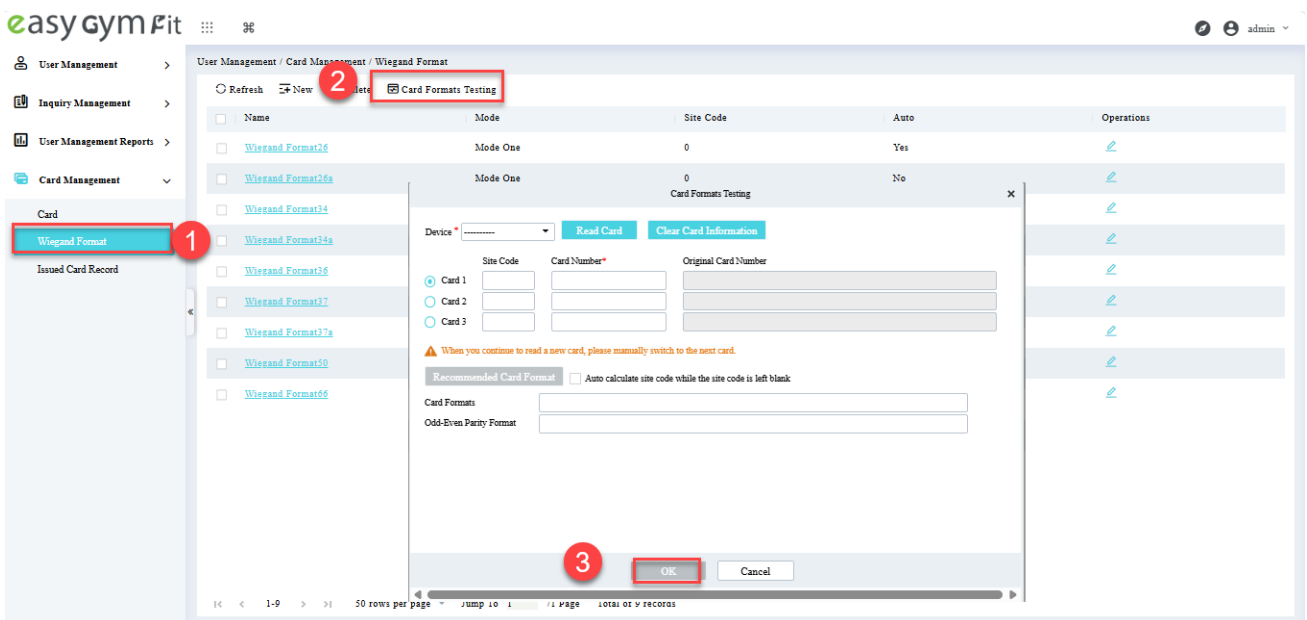
## Delete

Select the Wiegand format, click **Delete**, and click **OK** to delete the Wiegand format.



## Card Format Testing

Select the Wiegand format and click **Card Formats Testing**. A pop-up will appear, displaying the card format testing page. Enter the required details and click **OK** to complete the testing.



When the card number does not match with the one which is displayed on the system, the user can use the **Card Formats Testing** function to calibrate the Wiegand format. The page is explained as follows:

Select the device that supports the card format test function, and fill the card number and the site code (optional):

## Steps:

Click **Read Card** and swipe the card on the reader. The original card number will be displayed on the **Original Card Number** text box.

Click **Recommended Card Format** and the recommended Wiegand card format will be displayed below.

Click **Auto calculate site code while the site code is left bank** and the software will calculate the site code according to the card format and card number.

Click **OK** and the page will jump to the Wiegand format page to save the new Wiegand format.

**Note:** The card format testing function is only supported by few devices.

## 1.4.3 Issue Card Record

### Export

Click **Export**, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export and click **OK**.

The screenshot shows the 'Issued Card Record' page in the easygymfit application. The left sidebar has a red box labeled '1' around the 'Issued Card Record' link. The main area shows a table of card records. A red box labeled '2' highlights the 'Export' button at the top of the table. A red box labeled '3' highlights the 'OK' button in the security verification dialog box. The dialog box prompts for 'User Password\*' and includes options for 'File encryption' (Yes/No) and 'File Format' (EXCEL). It also shows 'Start Position' (1) and 'Total Records' (100).

| Card Number | User ID | First Name     | Last Name | Action     | Operator | Time                | Change Time         |
|-------------|---------|----------------|-----------|------------|----------|---------------------|---------------------|
| 541411212   | 27      | shaik haneef   | h         | Issue Card | admin    | 2025-09-22 18:02:12 | 2025-09-22 18:02:12 |
| 4134334341  | 108     | noor ul hasan  | h         | Issue C    |          |                     |                     |
| 134124321   | 142     | moksin ahmed s | m         | Issue C    |          |                     |                     |
| 41142430441 | 346     | shaik Asif     | A         | Issue C    |          |                     |                     |
| 978561464   | 106     | md bilal       | b         | Issue C    |          |                     |                     |
| 123654893   | 351     | Trainer        |           | Issue C    |          |                     |                     |
| 1482640     | 1       | jushava        |           | Card R     |          |                     |                     |

## 2 Access Device

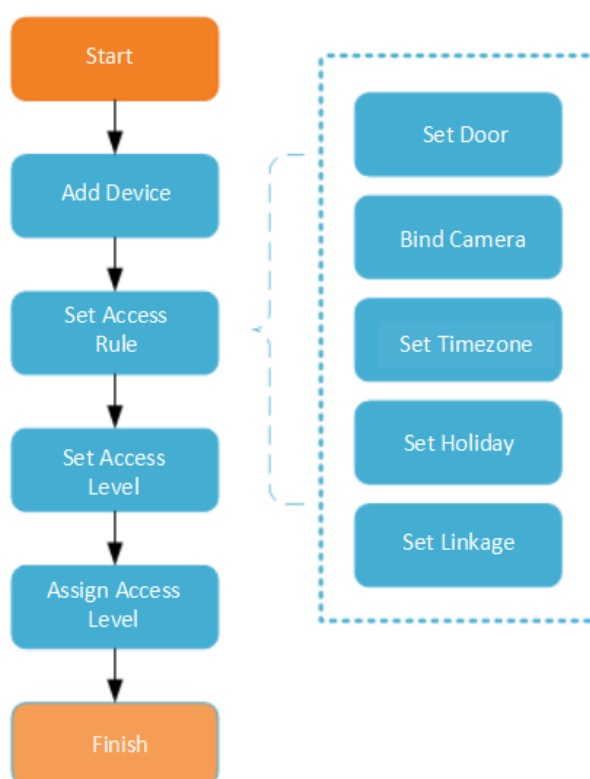
### 2.1 Operation Scenario

The **Access Control** module is used as the entry and exit management of pedestrians. Through the configuration of access control equipment and permission groups, unified management of entry and exit of people is realized. The most fundamental problem to solve is to control who uses what media to enter and exit which door at what time.

### 2.2 Operation Process

This section describes the configuration process of the **Access Control** module service.

The **Access Control** module service configuration process is shown in the figure below.



## 2.3 Access Device

### 2.3.1 Device

Introduce the configuration steps of searching and adding access control devices in Easy Gym Fit.

Through the search method, the access control devices that have been set to point to the server can be found, and the access control devices that have been searched can be added directly, which is convenient to operate.

#### Preconditions:

1. Before adding the **Access Control** device, perform IP allocation settings.
2. The device needs to set the server address in advance before searching and adding. The configuration steps for the server are as follows:
  - I. In the access control device that has been connected to the power supply and the network, set it directly on the device screen.
  - II. Select and click Main Menu > Communication Equipment > Network Management Platform or Cloud Server Settings
  - III. Set the IP address and port of the current server, specifically the IP address and port of the Easy Gym Fit server and complete the server configuration.

#### Add Devices (New)

This section describes how to add a new user in Easy Gym Fit.

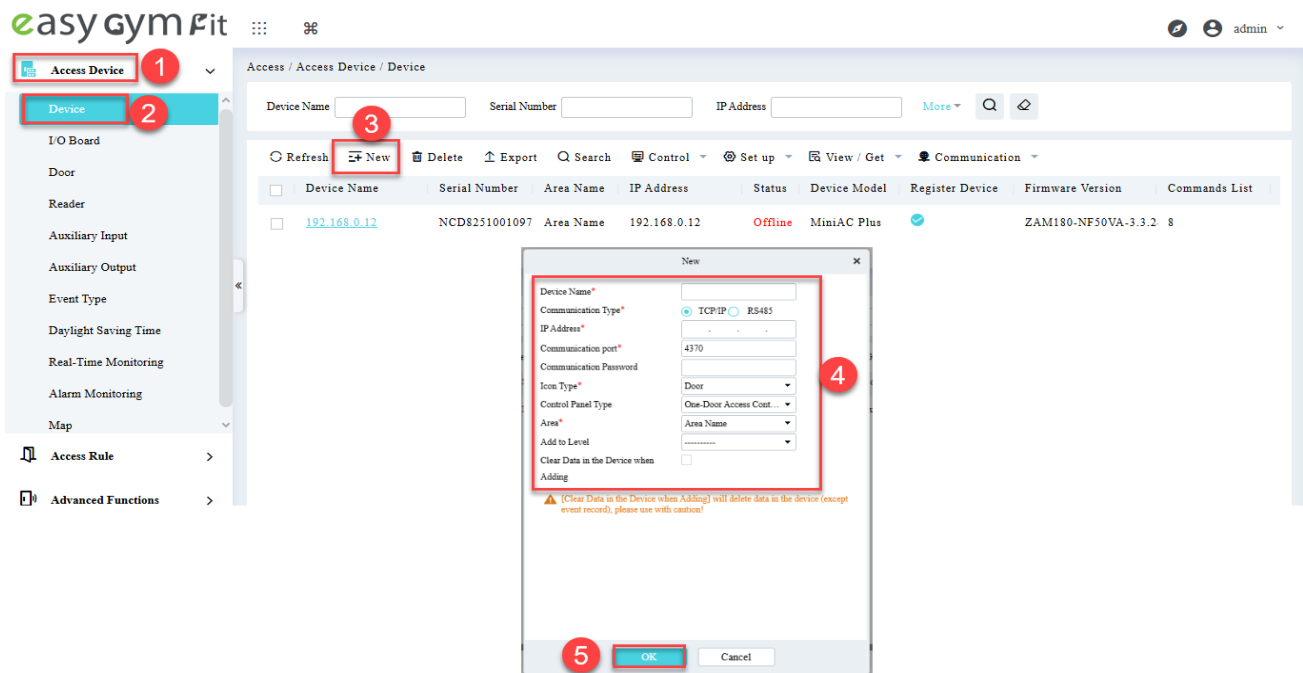
#### Operation Steps

**Step 1:** In the Access Module, choose **Access Device > Device**.

**Step 2:** Click **New** in the left column, and the page for adding a new device is displayed.

**Step 3:** On the page for a new device, set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.

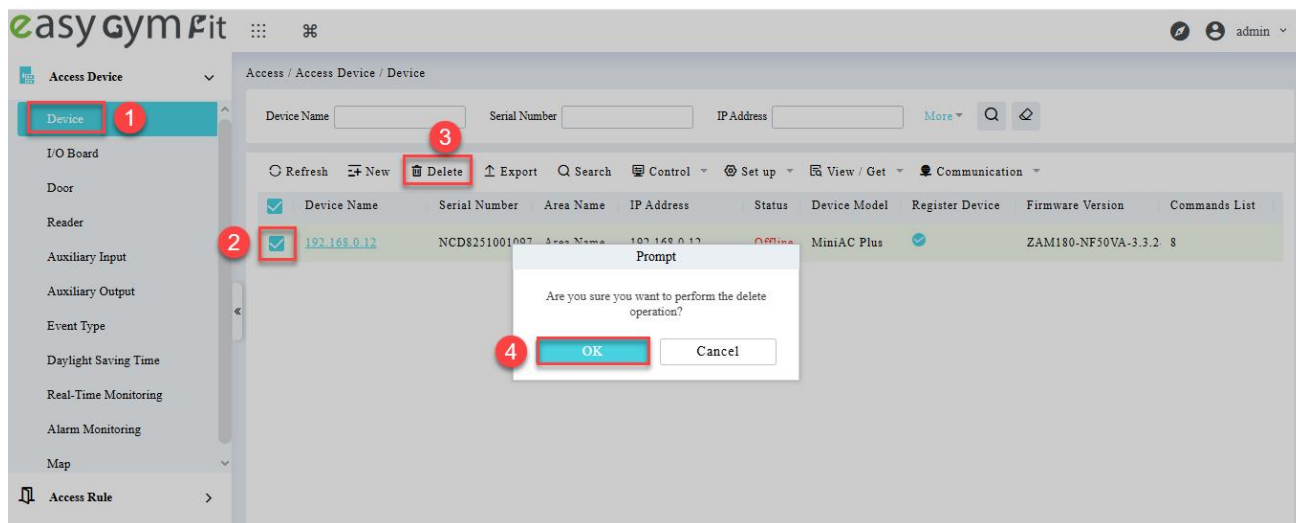
**Step 4:** Click **OK** to add a new device to Easy gym fit.



| Parameter                          | Description  |
|------------------------------------|--|
| Device Name                        | Customize the name of the device.  |
| New Server Address/Port            | Set the IP address and communication port of the system to be used (the default communication port is 8088).   |
| Communication Password             | <p>Fill in the communication password of the device. If there is no password, user do not need to fill it in. User can add it only after the verification is successful.</p> <p>For new factory equipment and initialized equipment, the communication password is empty.</p> <p>In order to ensure that the device is not used by others, users can enter the device IP address through the web page to enter the background to customize the device verification password.</p> |
| Icon Type                          | Select the icon display type of the real-time monitoring interface: Door, Parking Barrier, Flap Barrier.   |
| Area                               | Divide the device into regions and select the region to which the device belongs.  |
| Add To Permission Group            | The device is automatically added to the selected permission group.  |
| Clear Data from Device When Adding | Set whether the original <b>Access Control</b> data in the device will be automatically cleared after the device is added.   |

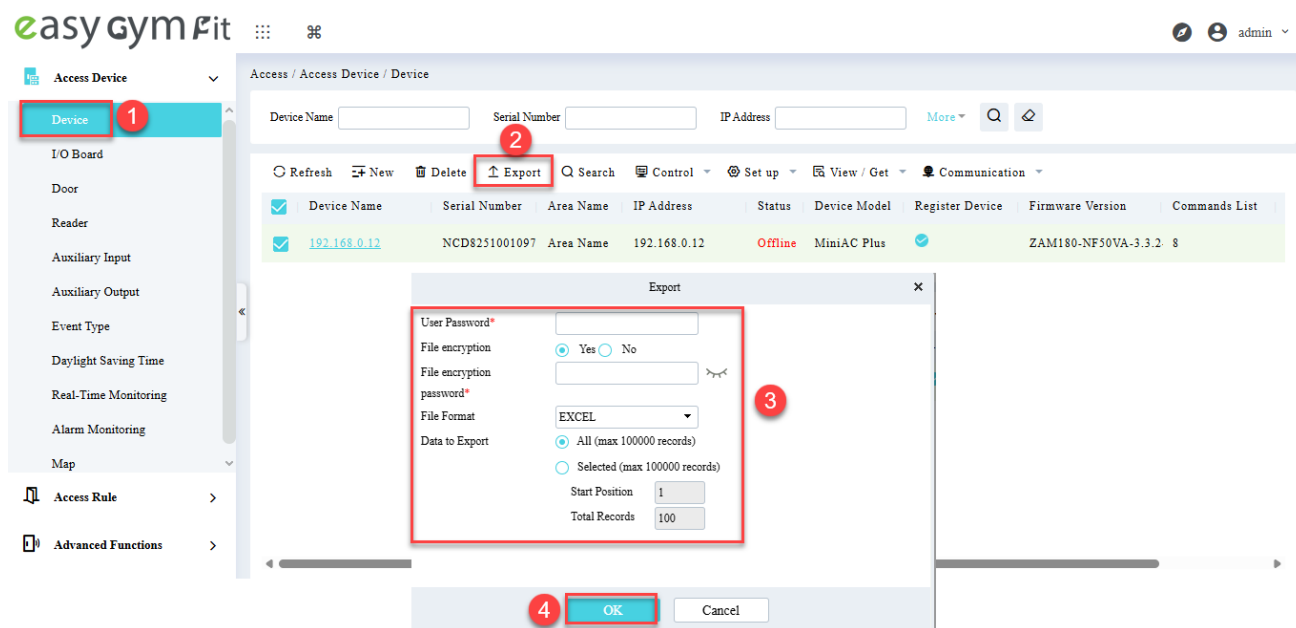
## Delete

Select device, click **Delete**, and click **OK** to delete the device.



## Export

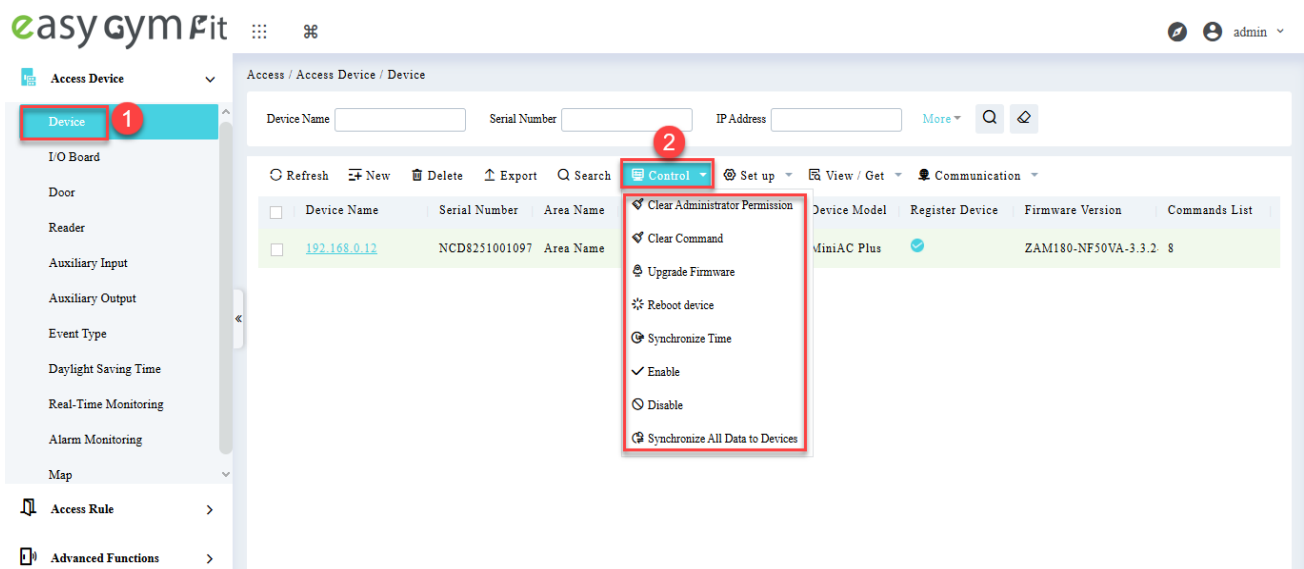
Device information can be exported in EXCEL, PDF, and CSV file format.



| ZKTECO         |               |           |                    |                         |                |                 |        |              |                 |                                  |
|----------------|---------------|-----------|--------------------|-------------------------|----------------|-----------------|--------|--------------|-----------------|----------------------------------|
| Device         |               |           |                    |                         |                |                 |        |              |                 |                                  |
| Device Name    | Serial Number | Area Name | Communication Type | Network Connection Mode | IP Address     | RS485 Parameter | Enable | Device Model | Register device | Firmware Version                 |
| 192.168.218.60 | 20100501999   | Area Name | HTTP               | Wired                   | 192.168.218.60 |                 | Enable | C3-400Pro    |                 | AC Ver 4.7.7.3033<br>Jun 16 2017 |



## Control



### Clear Administration Permission

The administration has permission to clear the administration permission from the device.

### Clear Command

Select the device details you want to clear from the list, then use the clear command.

### Upgrade Firmware

Select the device that needs to be upgraded, click **Upgrade firmware** to enter edit interface, then click **Browse** to select firmware upgrade file (named emfw.cfg) provided by Access software, and click **OK** to start upgrading.

**Note:** The user shall not upgrade firmware without authorization. Contact the distributor before upgrading firmware or upgrading it following the instructions of the distributor. Unauthorized upgrades may affect normal operations.

### Reboot Device

It will reboot the selected device.

### Synchronize Time

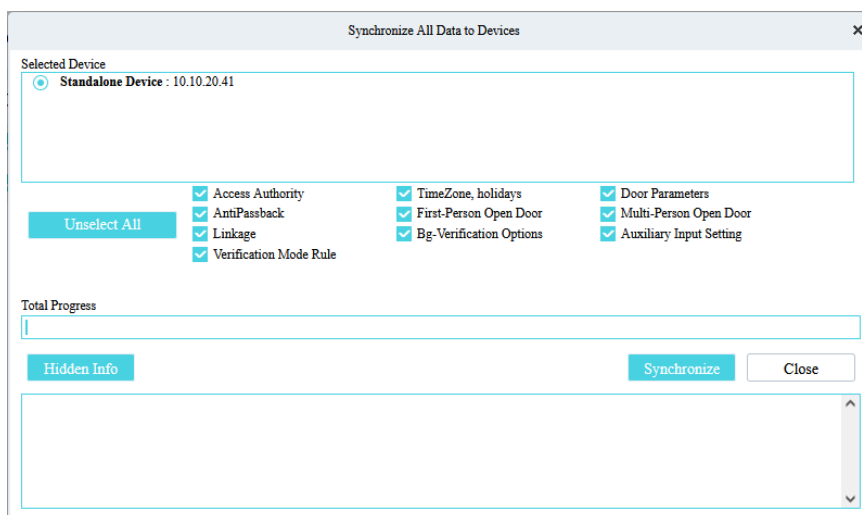
It will synchronize device time with server's current time.

### Disable/Enable

Select device, click **Disable/Enable** to stop/start using the device. When communication between the device and the system is interrupted or device fails, the device may automatically appear in disabled status. After adjusting local network or device, click **Enable** to reconnect the device and restore device communication.

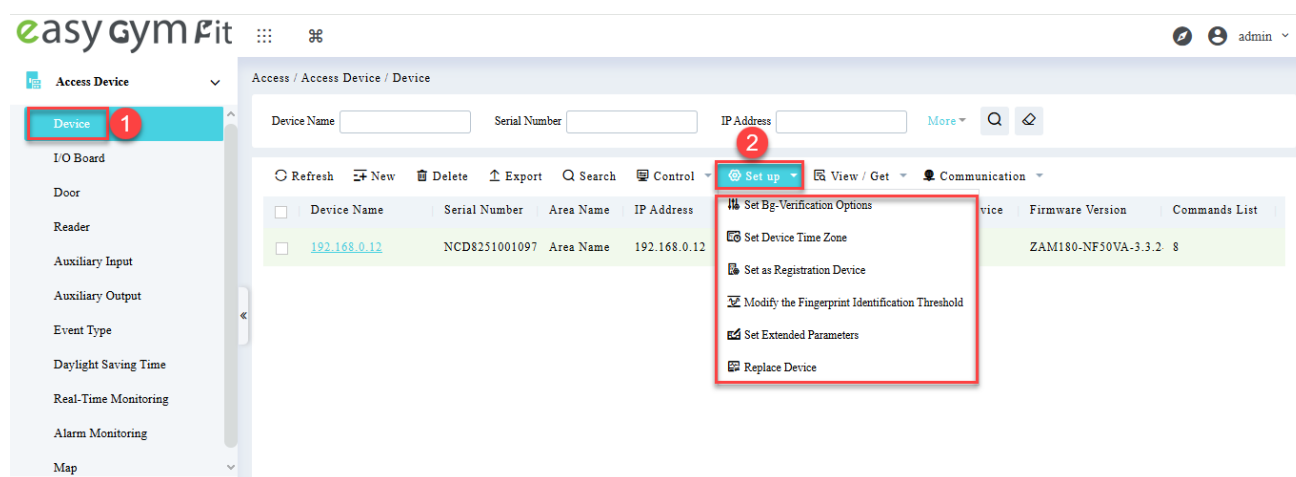
### Synchronize All Data to Devices

Synchronize data of the system to the device. Select the device, click **Synchronize All Data to Devices**, and click **OK** to complete synchronization.



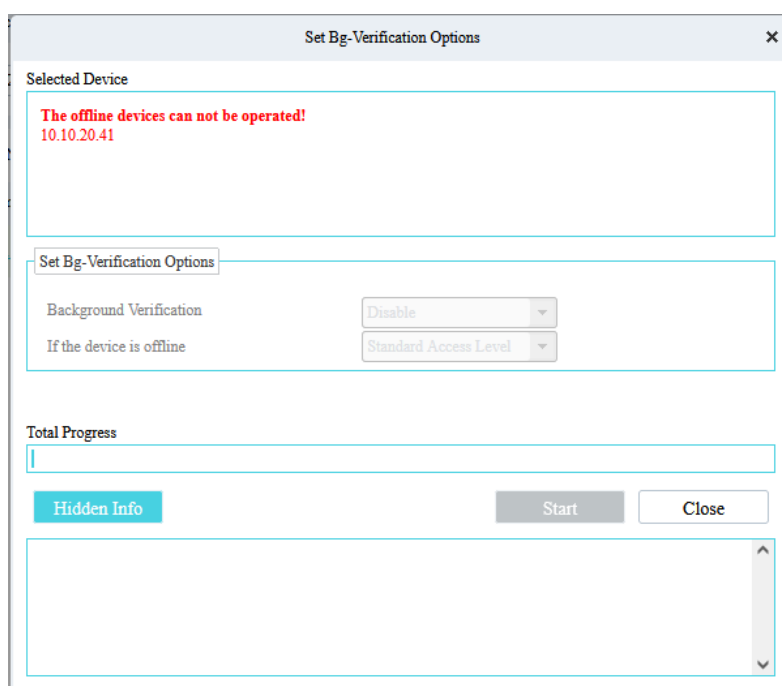
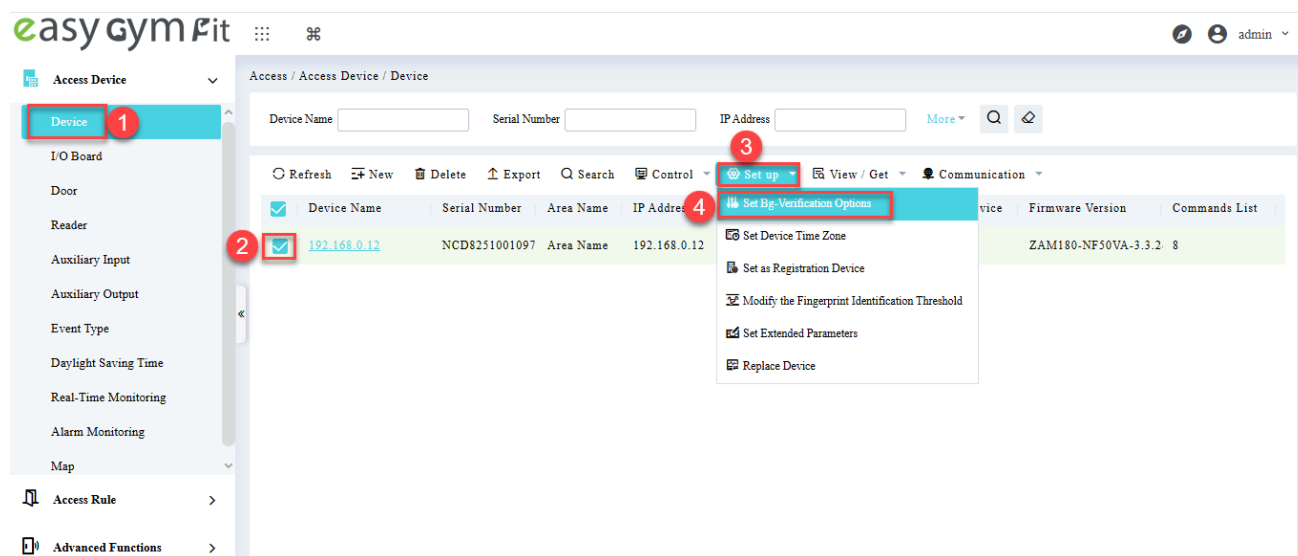
**Note:** Synchronize All Data to Devices will delete all data in the device first (except transactions) and thus download all settings again. Please keep the internet connection stable and avoid power down situations. If the device is working normally, please use this function with caution. Execute it in rare user situations to avoid impact on normal use of the device.

## Set Up



## Set Background Verification Options:

Select the required online device; click **Set up** > **Set Background-verification Options**.



**Background verification:** Enable or Disable Background verification function.

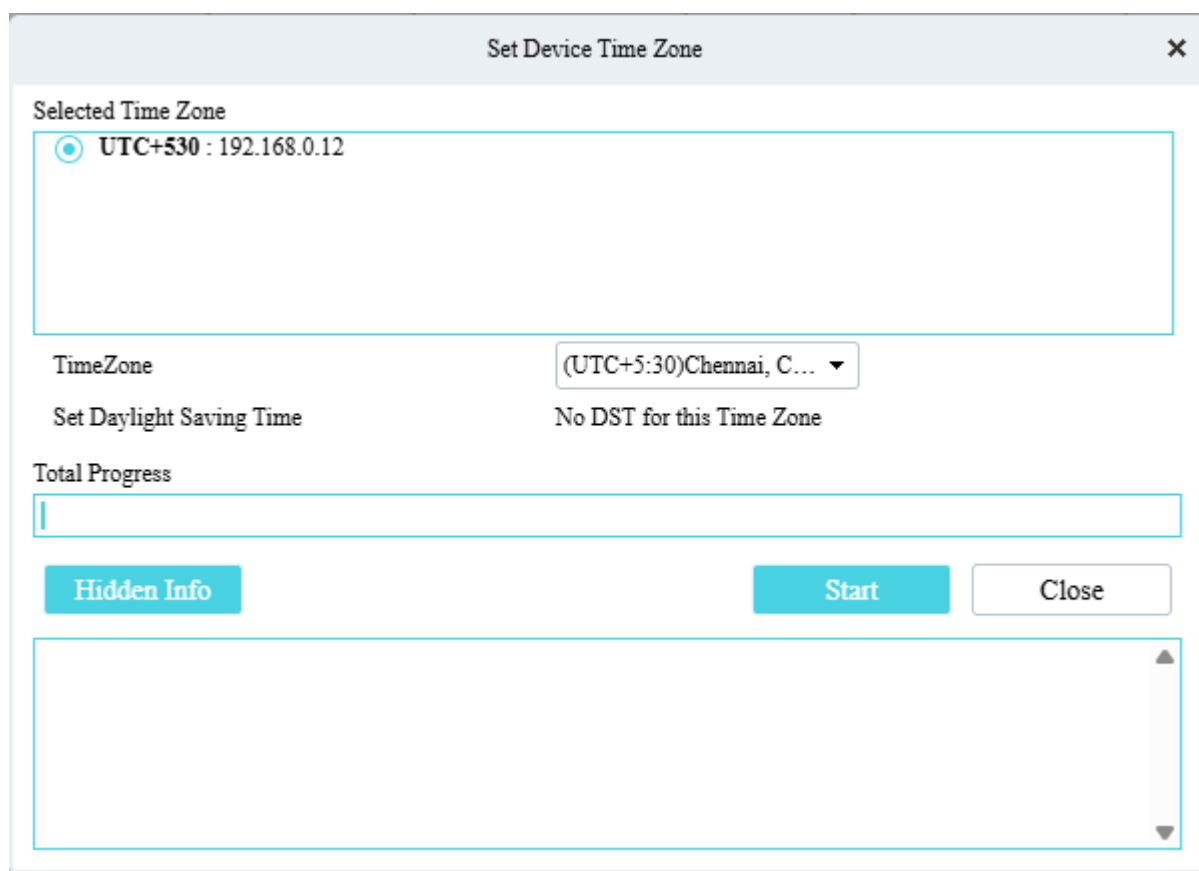
**If the device is offline:** If the controller is offline, the device has levels of Standard Access Level or Access Denied.

After setting parameters, click **Start** button to issue command to the device setting.

**Note:** If user needs advanced access control functions, please enable Background verification, and issue the background verification parameters to the device.

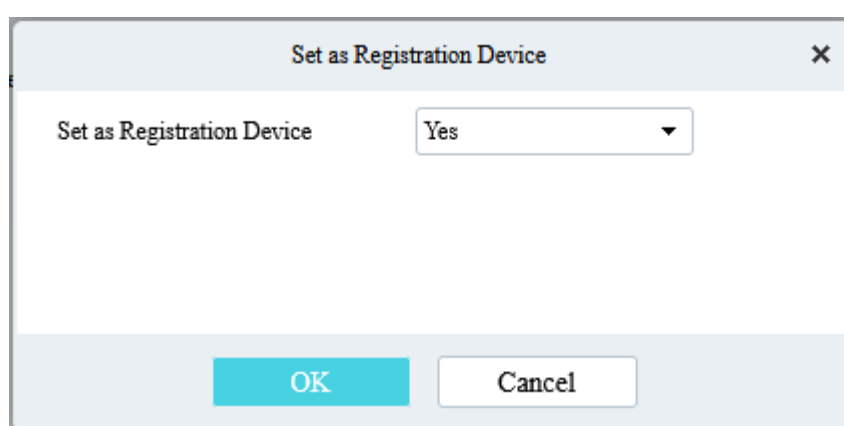
## Set Device Time Zone

If the device supports the time zone settings and is not in the same time zone as the server, user need to set the time zone of the device. After setting the time zone, the device will automatically synchronize the time according to the time zone and server time.



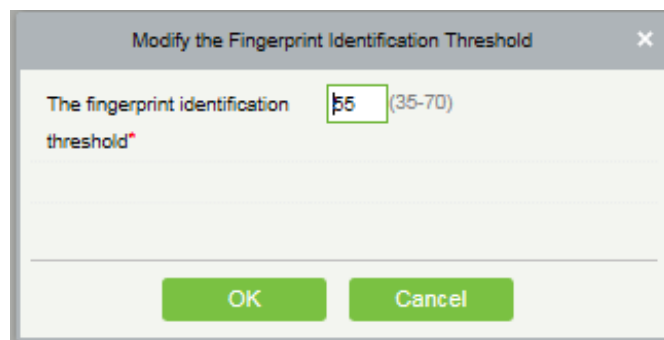
The 'Set Device Time Zone' dialog box features a title bar with a close button. It contains a 'Selected Time Zone' section with a radio button and the text 'UTC+530 : 192.168.0.12'. Below this is a 'TimeZone' dropdown menu showing '(UTC+5:30)Chennai, C...'. The 'Set Daylight Saving Time' section is set to 'No DST for this Time Zone'. A 'Total Progress' bar is shown with a small progress indicator. At the bottom, there are three buttons: 'Hidden Info', 'Start', and 'Close'. A large empty text area with a scrollbar is located at the very bottom.

Set the Registration device: Set the registration device only when the standalone device's data such as personnel can automatically upload.



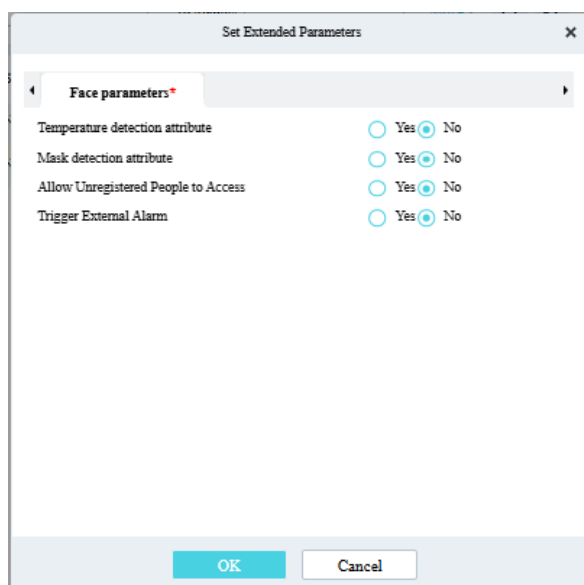
The 'Set as Registration Device' dialog box has a title bar with a close button. It contains a 'Set as Registration Device' label and a dropdown menu set to 'Yes'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Modify the Fingerprint Identification Threshold (Ensure that the access controller supports fingerprint function):



Users can modify the fingerprint identification thresholds in the devices; it ranges from 35 to 70 and it is 55 by default. The system will read the thresholds from the device. Users can view the thresholds devices list. More than one device can be changed by using Batch operation function.

**Set Extended Parameters:** We can set the extended parameters of the device like temperature detection and mask detection.



## Device Replacement

Introduce the configuration steps for replacing access control devices in Easy Gym Fit.

When a device is unavailable, we can quickly add a new device and synchronize all configurations from faulty device to the new device by simply entering the serial number of the replaced device.

**Step 1:** In the **Access > Access Device**, select the unavailable device.

| ✓ | Device Name | Serial Number | Area Name | IP Address  | Status | Device Model | Register Device | Firmware Version      | Commands List |
|---|-------------|---------------|-----------|-------------|--------|--------------|-----------------|-----------------------|---------------|
| ✓ | 10.10.20.41 | CQIK232060034 | Area Name | 10.10.20.41 | Online | MiniAC Plus  | ✓               | ZAM180-NF50VA-3.4.7.0 |               |

**Step2:** Click **Set up > Replace Device**.

The screenshot shows the 'Access Device' page in the Easy Gym Fit interface. On the left, a sidebar menu has 'Device' highlighted with a red box and a red circle '1'. The main area shows a table of devices. The second device, with IP '192.168.0.12', is selected with a red box and a red circle '2'. Above the table, the 'Set up' button is highlighted with a red box and a red circle '3'. A dropdown menu is open from 'Set up', and the 'Replace Device' option at the bottom is highlighted with a red box and a red circle '4'.

**Step 3:** Enter the serial number of the new device, then click **OK**.

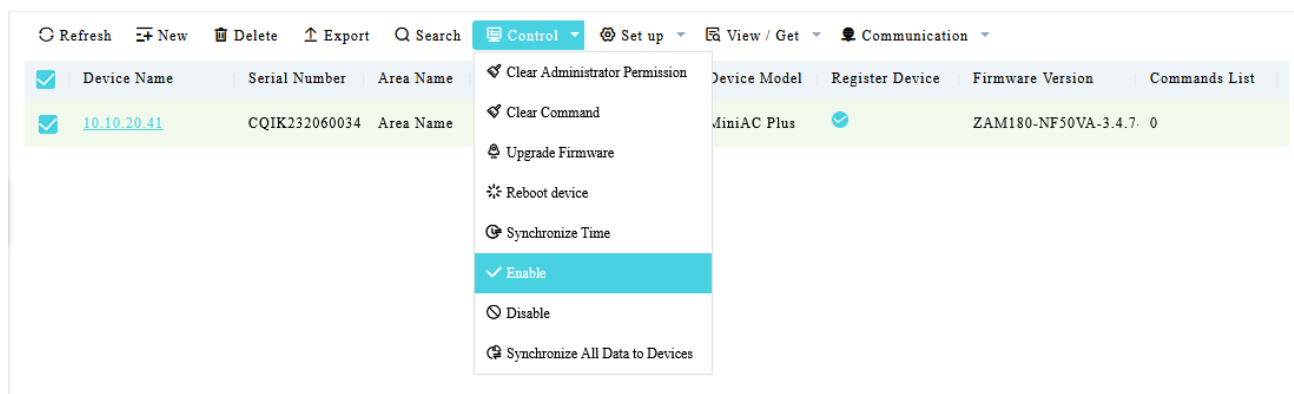
### Replace Device

Serial Number\*

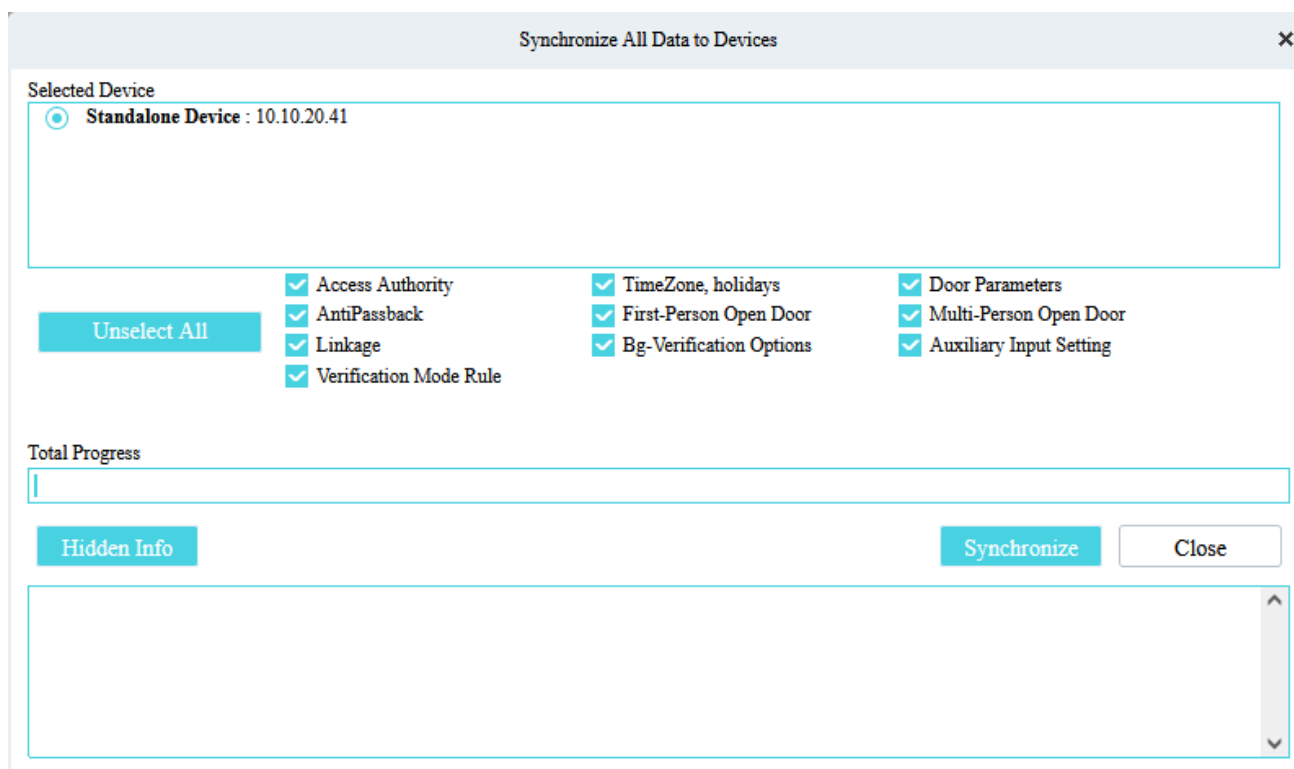
⚠ Please make sure the replacement device model is the same!

⚠ After the replacement, please perform the "sync all data" operation;

**Step 4:** Select the new device, then click **Control > Enable**.



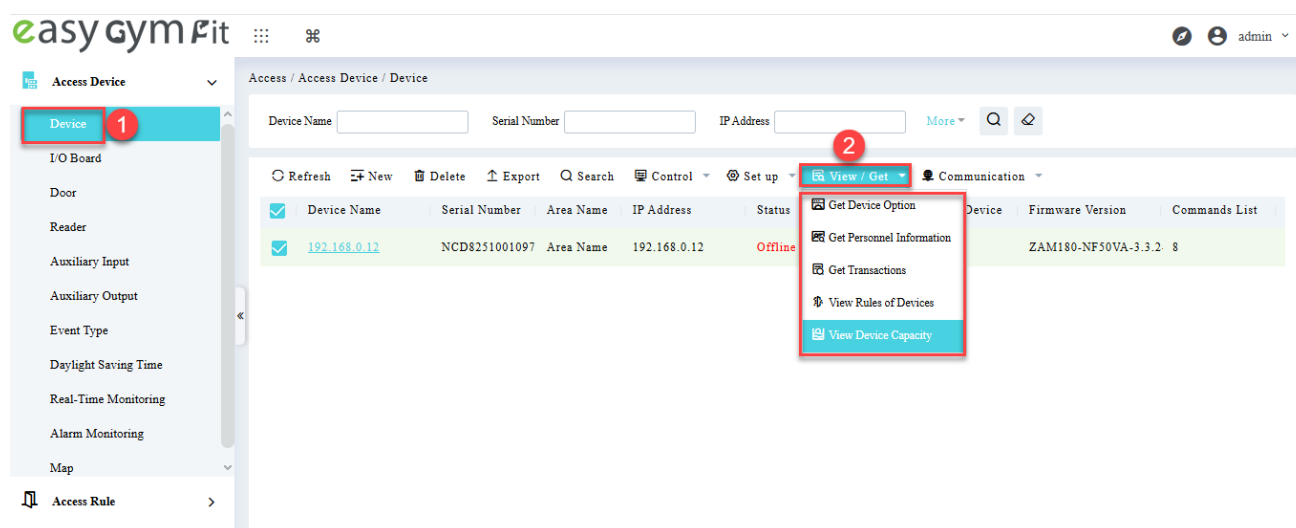
**Step 5:** Select the new device, then click **Control > Synchronize All Data to Device**.



**Note:**

1. Before replacement, the device needs to configure the server address and IP allocation.
2. Make sure that the replacement device model is the same.
3. After the replacement, please perform the "**sync all data**" operation.

## View/ Get

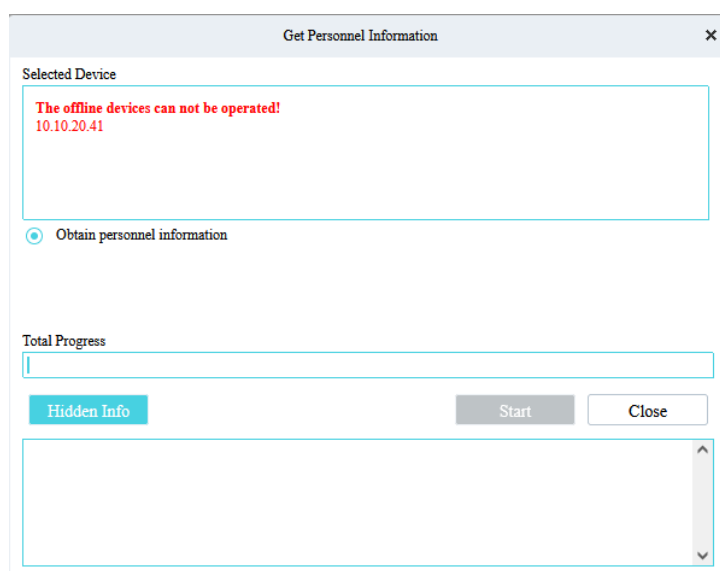


### Get Device Option

It gets the common parameters of the device. For example, get the firmware version after the device is updated.

### Get Personnel Information

Renew the current number of personnel, fingerprints, finger vein and face templates in the device. The final value will be displayed in the device list.





## Get Transactions

Get transactions from the device into the system. Two options are provided for this operation: Get New Transactions and Get All Transactions.

Get Transactions

Selected Device

The offline devices can not be operated!  
192.168.0.12

☒ Get New Transactions ☐ Get All Transactions

☐ Set Valid Time

Total Progress

Hidden Info Start Close

### I. Get New Transactions

The system only gets new transactions from the last collected and recorded transaction. Repeated transactions will not be rewritten.

### II. Get All Transactions

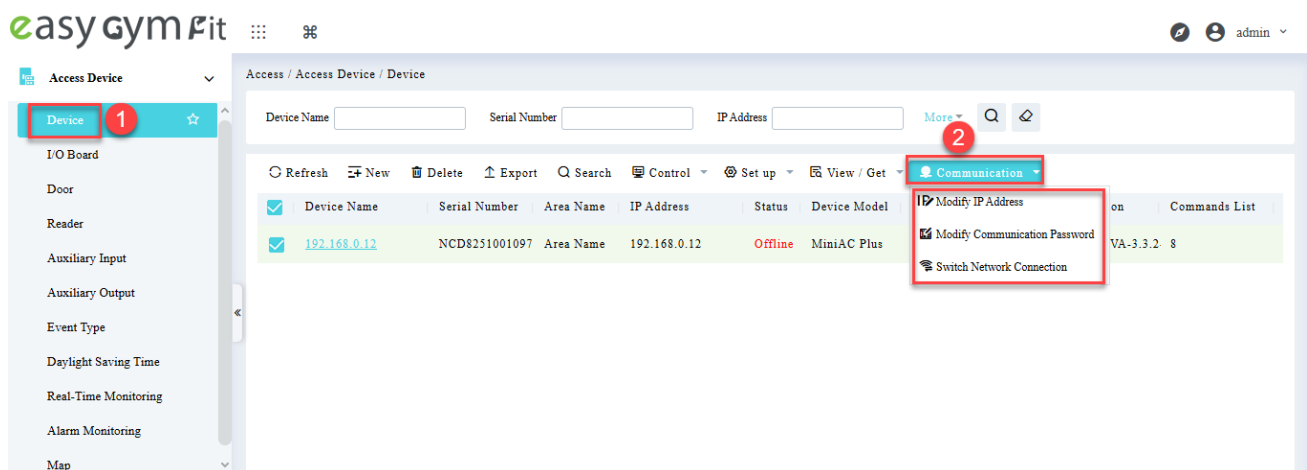
The system will get transactions again. Repeated entries will not be shown twice.

When the network status is healthy and the communication between the system and device is normal, the system will acquire transactions of the device in real-time and save them into the system database. However, when the network is interrupted or communication is interrupted for any reasons, and the transactions of the device have not been uploaded into the system in real-time, Get Transactions can be used to manually acquire transactions of the device. In addition, the system, by default, will automatically acquire transactions of the device at 00:00 on each day.

**Note:** Access controllers can store up to 100 thousand transactions. When transactions exceed this number, the device will automatically delete the oldest stored transactions (deletes 10 thousand transactions by default).



## Communication



### Modify IP Address

Select a device and click **Modify IP address** to open the modification interface. It will obtain a real-time network gateway and subnet mask from the device. (Failed to do so, user cannot modify the IP address). Then enter a new IP address, gateway, and subnet mask. Click **OK** to save and quit. This function is similar as Modify IP Address Function in Device.

### Modify Communication Password

The system will ask for the old communication password before modifying it. After verification, input the new password twice, and click **OK** to modify the communication password.

**Note:** Communication password shouldn't contain space; it is recommended to use a combination of numbers and letters. Communication password settings can improve the device's security. It is recommended to set communication passwords for each device.

### Switch Network Connection

The 'Switch network connection' dialog box shows the following options and fields:

- Network Connection Mode:** Radio buttons for Wired, 4G, and Wifi. The 'Wifi' option is selected.
- Search WIFI:** A button to search for available wireless networks.
- Wireless SSID\*:** A text field containing 'TP-LINK\_6D9C\_xinxiao'.
- Wireless Key\*:** An empty text field for the wireless key.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

This function is applicable to InBio5 series access control panels, which is used to switch among different network connection modes of the control panel.

### 2.3.2 I/O Board

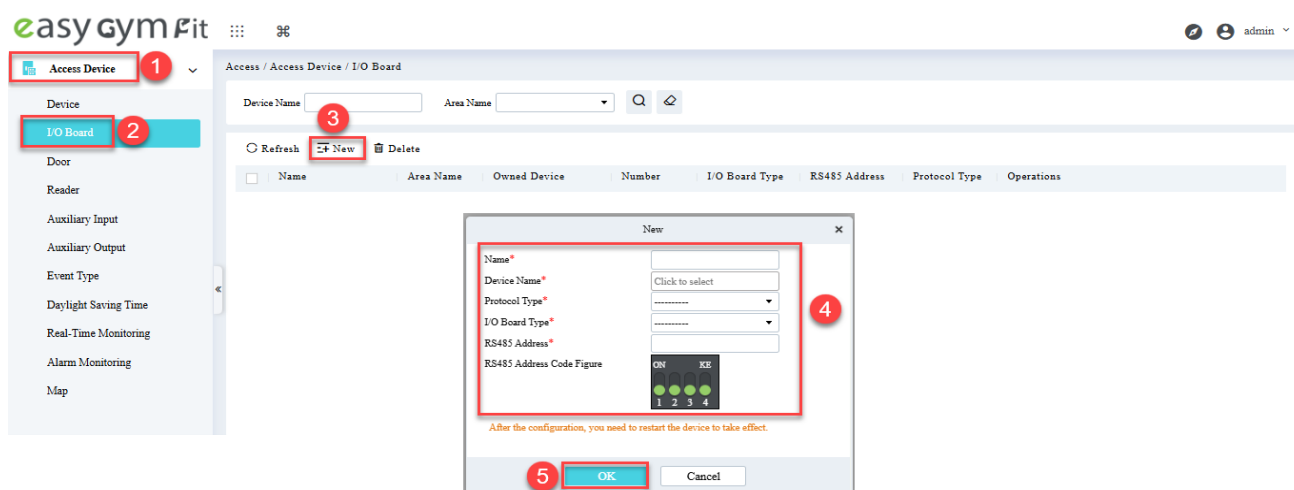
By connecting to the I/O expansion board (EX0808), the number of doors can be expanded, and more doors can be operated.

#### Add I/O Board (New)

##### Operation Steps

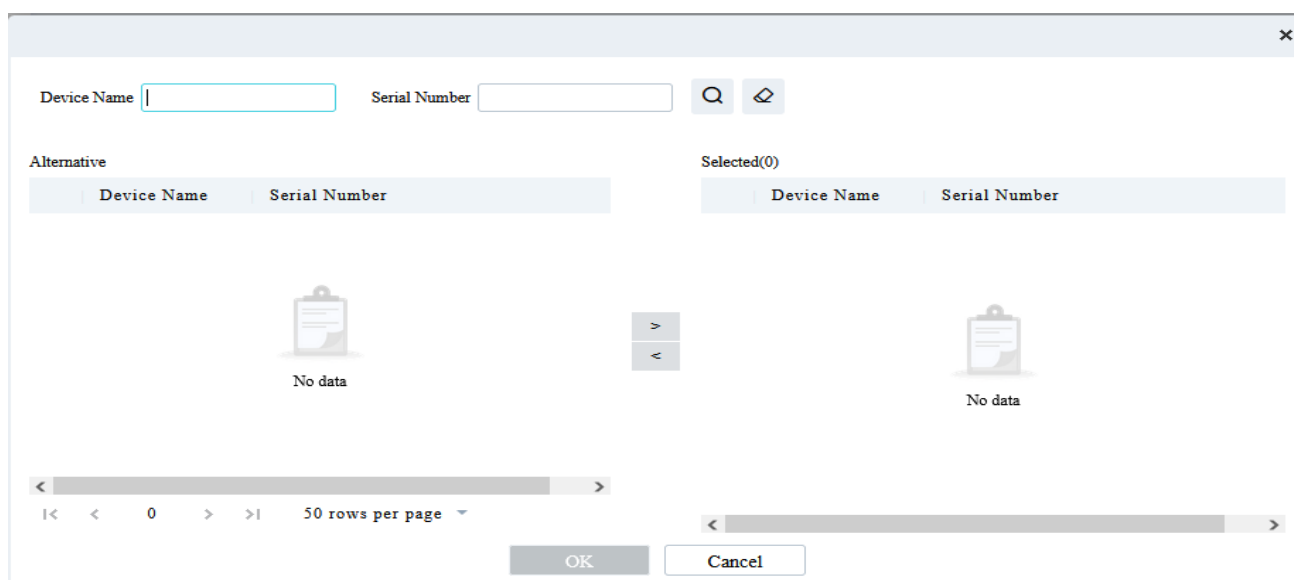
**Step 1:** Click **Access Device > I/O Board > Add (New)** to display the new page.

**Step 2:** Enter each parameter, click **OK** to save the expansion board.



**Name:** I/O Board Name.

**Device Name:** Select the Device by clicking the Device Name field. The device list appears, as shown below.



#### Delete

Select the Device click on Delete then click **Ok** to delete the device.

### 2.3.3 Door

The setting of door parameters affects the logic judgment of access control verification. The door parameters support different parameter settings according to the different firmware of the device. The following describes the configuration steps of the door parameters with one of the devices.

#### Operation Steps

**Step 1:** In the Access module, select **Access Devices > Door**.

**Step 2:** In the management interface of the door, click the **Edit** button in the door operation bar to pop up the door parameter setting box.

**Step 3:** In the door parameter setting interface, fill in the corresponding parameters according to the addition requirements, as shown in the figure below, and refer to the table below for parameter filling instructions.

The screenshot displays the easygymfit web interface for configuring door parameters. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains a list of navigation items, with 'Access Device' and 'Door' highlighted. The main content area shows a table of door devices. The 'Edit' button is located in the 'Operations' column of the table. The 'Edit' dialog box is open, showing various parameters for the selected door device. The parameters are organized into two columns. The left column includes fields for Device Name, Door Name, Verification Mode, Operate Interval, Anti-Passback Duration of Entrance, Duress Password, Emergency Password, Host Access Status, and Disable Alarm Sounds. The right column includes fields for Door Number, Active Time Zone, Lock Open Duration, Door Sensor Type, Door Sensor Delay, Passage Mode Time Zone, Multi-Person Operation Interval, and Slave Out of State. The 'OK' button is located at the bottom of the dialog box.

| Door Name      | Area Name | Owned Device | Serial Number | Enable | Active Time Zone   | Door Sensor Type | Verification Mode        | Owning Board | Operations |
|----------------|-----------|--------------|---------------|--------|--------------------|------------------|--------------------------|--------------|------------|
| 192.168.0.12-1 | Area Name | 192.168.0.12 | NCD8251001097 | Enable | 24-Hour Accessible | None             | Automatic Identification |              | Edit       |

Device Name\*  
Door Name\*  
Verification Mode\*  
Operate Interval\*  
Anti-Passback Duration of Entrance  
Duress Password  
Emergency Password  
Host Access Status  
Disable Alarm Sounds

Door Number\*  
Active Time Zone\*  
Lock Open Duration\*  
Door Sensor Type\*  
Door Sensor Delay  
Passage Mode Time Zone  
Multi-Person Operation Interval\*  
Slave Out of State

The above settings are copied to

OK Cancel

## Instructions:

The firmware of different access control devices supports different door parameters. Set the parameters based on the actual door parameter page. Table 3-4 describes the parameter set for different devices.

| Parameter                          | Description   |
|------------------------------------|---|
| Device Name/Door Number            | The basic information about the door is displayed. Reset is not supported.  |
| Name of the Door                   | Customize the name of the door for easy memory.   |
| Active Time Zone                   | Active time zone will be 24 hours accessible.   |
| Verification Mode*                 | User can set verification modes.  |
| Lock Open Duration                 | User can set the door lock open duration (EX 5sec).   |
| Operate Interval                   | User can set door operate interval time (0-254 sec)   |
| Door Sensor Type                   | Select the type of the door.  |
| Anti-Passback Duration of Entrance | Set a limit on how long an intelligent entry can take.  |
| Door Sensor Delay                  | Set the Door Sensor Delay (1-254 sec).  |
| Duress Password                    | Set up the user to open the door when the threat password. An alarm will be generated when the coerced code opens the door.                 |
| Passage Mode Time Zone             | The door opening duration (The default is 15s).   |
| Emergency Password                 | Set a password for the user to use in an emergency. The administrator uses the password and is valid in any period and authentication mode. |
| Multi-Person Operation Interval    | Set the interval for access control operation for multiple persons.   |
| Host Access Status                 | Select the host access status Entry or Out.   |
| Slave Out of State                 | Select the slave out-of-state Entry or Out.   |
| Disable Alarm Sounds               | Tick the check box to deactivate the alarm sound tick the check box.  |
| The Above Settings are copied to   | To set the door parameters above, the options are all doors of the current device, all doors of all devices.                                |

**Step 4:** Click OK to complete the setting of the door parameters

- **Remote Opening/Closing:** This feature allows you to control either a single door or all doors at once.

Control a single door, select the specific door you want to control and then click Remote Opening/Closing. Control all doors, click Remote Opening/Closing next to the Current All label to operate all doors simultaneously.

**Note:** If Remote Opening /Closing fails, check whether the devices are disconnected or not. If disconnected, check the network.

- **Cancel the alarm:** Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. To control a single door, move

the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in the menu. To control all doors, directly click **Remote Opening/Closing**.

**Note:** If **Cancel the alarm** fails, check if any devices are disconnected. If found disconnected, check the network.

- **Remote Normally Open:** It will set the device as normal open by remote.
- **Activate Lockdown:** It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices.
- **Deactivate Lockdown:** It will unlock a locked door. This function is supported only by certain devices.
- **Enable Intraday Passage Mode Time Zone:** In remote opening, user can define the door opening duration (The default is 15s). User can select **Enable Intraday Passage Mode Time Zone** to enable the intraday door passage mode time zones, or set the door to Normal Open, then the door will not be limited to any time zones (open for 24 hours).
- **Disable Intraday Passage Mode Time Zone:** To close a door, select **Disable Intraday Passage Mode Time Zone** first, to avoid enabling other normal open time zones to open the door, and then select **Remote Closing**.

### 2.3.4 Reader

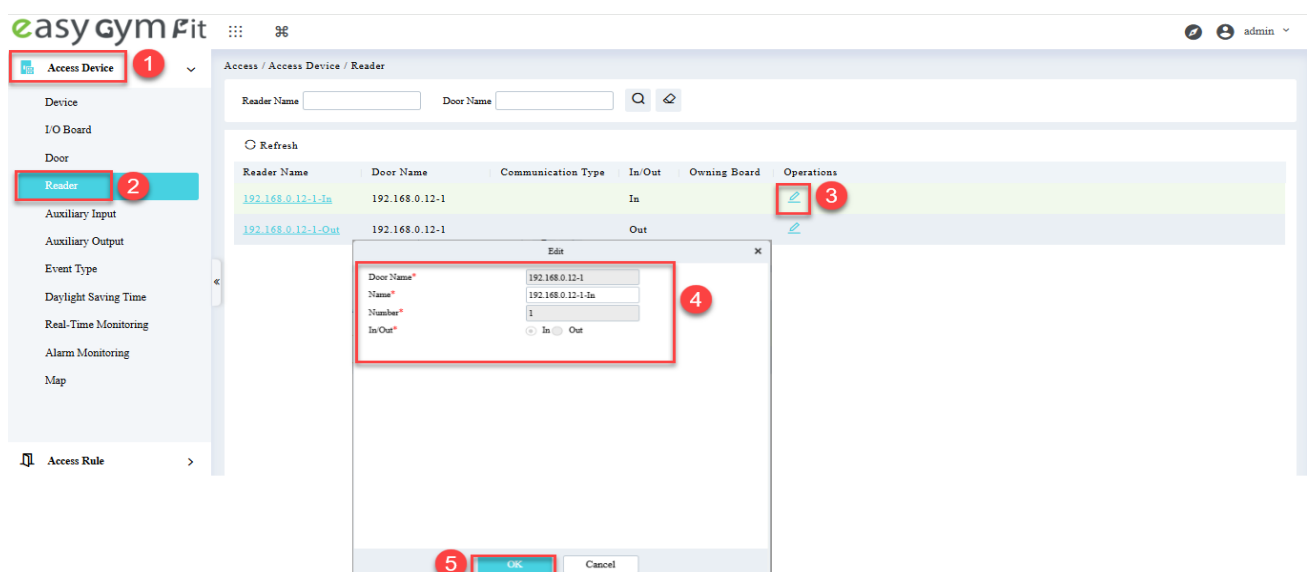
This section describes the step configuration of the Reader Edit in Easy Gym Fit.

#### Operation Steps

**Step 1:** In the Access module, choose Access Device > Reader.

**Step 2:** In the Operation column of the corresponding Reader, click **Edit** icon and the edit page is displayed.

**Step 3:** Edit the required details and click **OK**, as shown in the figure below.



| Parameter   | Description                              |
|-------------|--|
| Door Name   | Customize the name of the door.          |
| Reader Name | Display the reader's name of the reader. |
| Number      | Customize the number of the devices      |
| In/Out      | Display the in/out of the device.        |

### 2.3.5 Auxiliary Input

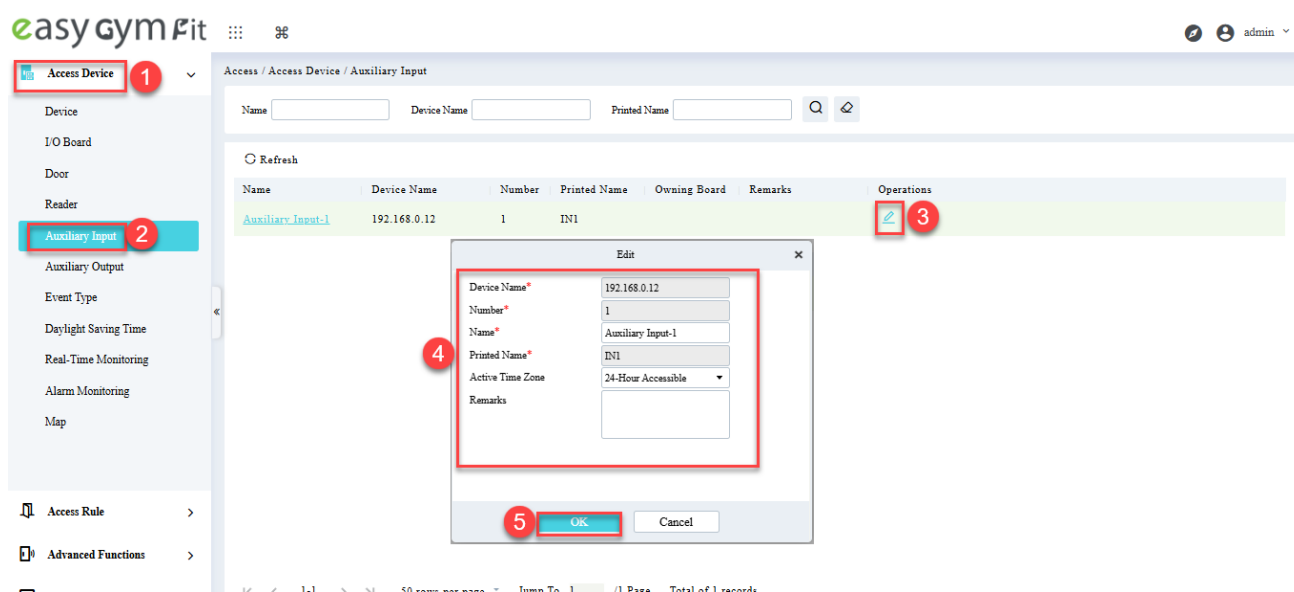
It is mainly used to connect to devices, such as infrared sensors or smog sensors.

#### Operation Steps

**Step 1:** In the Access module, choose Access Device > Auxiliary Input.

**Step 2:** Click on Name or click **Edit** icon and the edit page is displayed.

**Step 3:** Edit the required details and click **OK**, as shown in the figure below.



**Step 3:** Click **OK** to save the name and remark and exit.

| Parameter        | Description                              |
|------------------|--|
| Device Name      | Customize the name of the device.        |
| Name             | Display the name of the device.          |
| Number           | Customize the number of the device.      |
| Printed Name     | Display the input number of the device.  |
| Active Time Zone | Set the active time zone for accessible. |
| Remarks          | Mention here if you have any remarks.    |

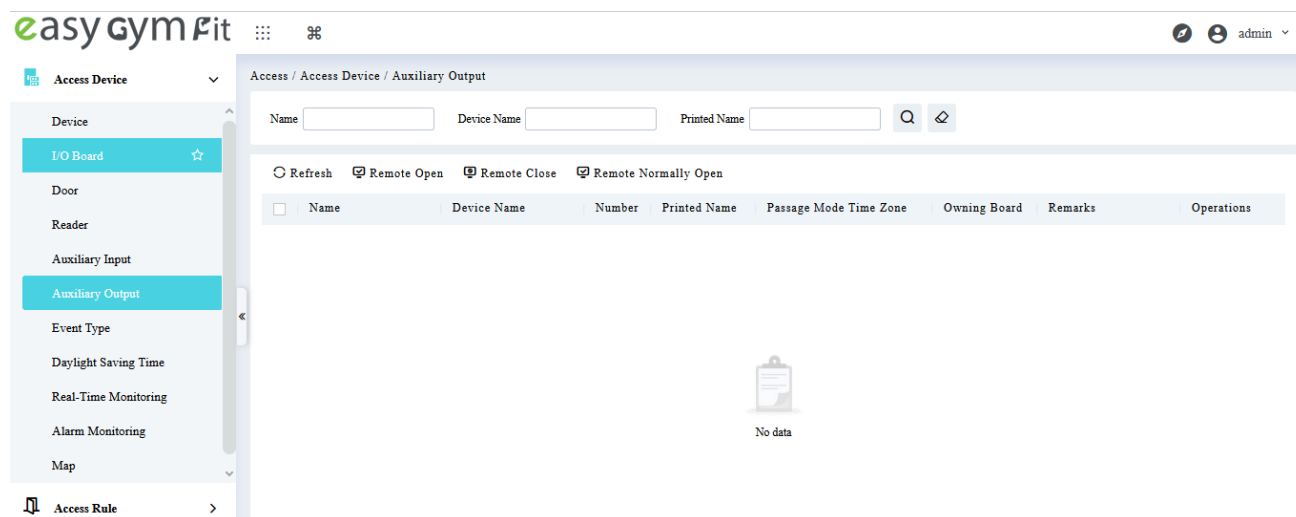


### 2.3.6 Auxiliary Output

It is mainly related to alarm and is used when linkage is working.

#### Operation Steps

**Step 1:** Click **Access Device > Auxiliary Output** on the Action Menu to access the following interface.



**Step 2:** Click **Edit** to modify the parameters.

The 'Edit' dialog box is shown. It contains the following fields and values:

- Device Name\*: 192.168.12.155
- Number\*: 1
- Name\*: Auxiliary Output-1
- Printed Name\*: OUT1
- Passage Mode Time Zone: -----
- Remark: (empty)

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

**Step 3:** Click **OK** to save the name and remark and exit.

## Remote Opening/Closing

It can control one door or all doors.

To control a single door, click over it, and click **Remote Opening/ Closing** in the pop-up dialog box. To control all doors, directly click **Remote Opening/ Closing**.

## Remote Normally Open

It will set the device as normal open by remote.

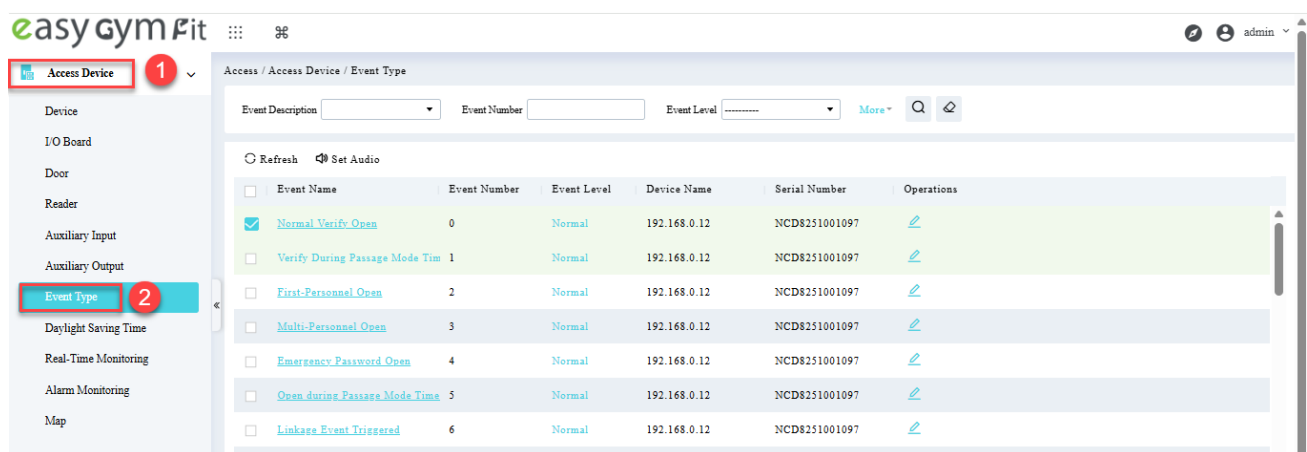
| Parameter     | Description   |
|---------------|---|
| Device Name   | Customize the name of the device.                                   |
| Name          | Display the name of the device                                      |
| Number        | Customize the name of the device                                    |
| Printed Name  | Display the input number of the device.                             |
| Bound Camera  | connecting the camera with the reader.                              |
| Owning Camera | The device is automatically added to the selected permission group. |

## 2.3.7 Event Type

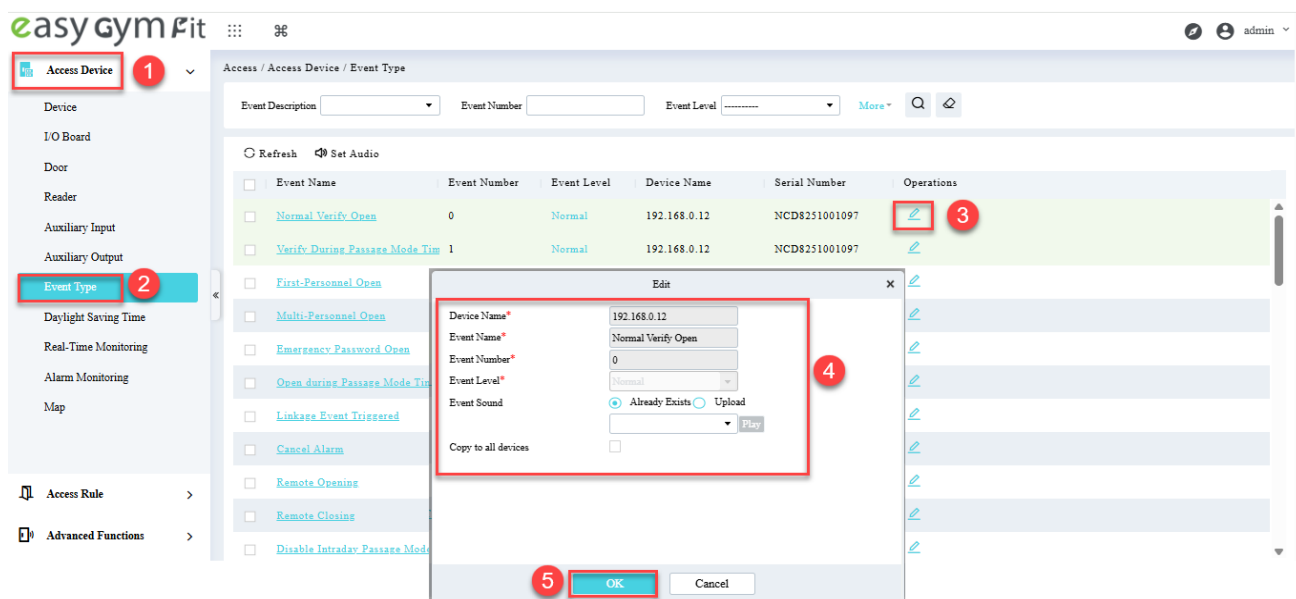
It will display the event types of access devices.

### Operation Steps

**Step 1:** Click **Access Device > Event** to access the following page:

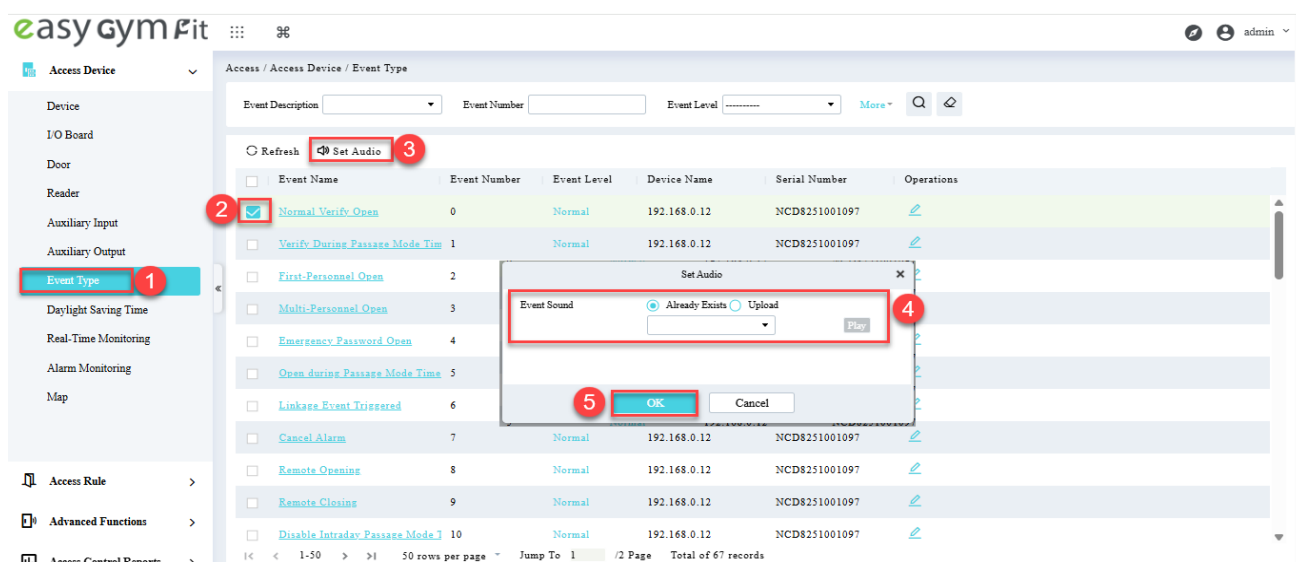


**Step 2:** Click **Edit** or click the event type name to edit.



## Set Audio

Same as the event sound. Click **Set Audio**:



User can upload an audio from user local PC. The file must be in wav or mp3 format, and it must not exceed 10MB.

| Parameter     | Description  |
|---------------|--|
| Event Level   | Normal, Exception, and Alarm are available               |
| Event Name    | Display the name of the device and it can't be modified. |
| Device Name   | Display the name of the device                           |
| Event Number  | Display the event number of the device.                  |
| Serial Number | Display the serial number of the device                  |

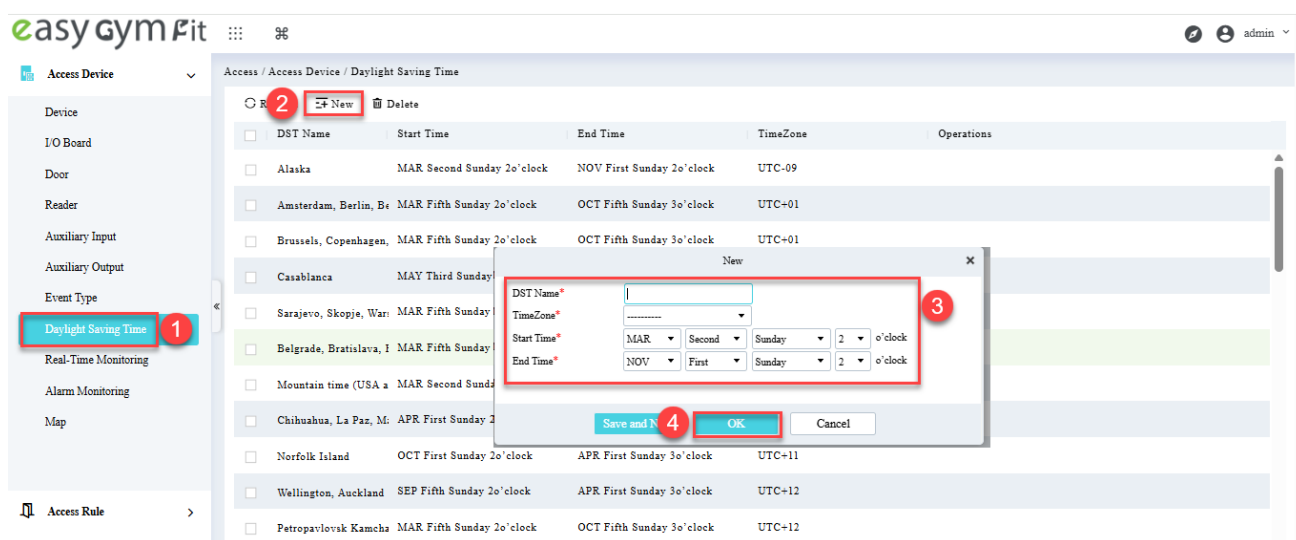
### 2.3.8 Daylight Saving Time

DST, also called Daylight-Saving Time, is a system to adjust the official prescribe local time to save energy. The unified time adopted during the implementation of known as the "DST". Usually, the clocks are adjusted forward one hour in the summer to make people sleep early and get up early. It can also help to save energy. In autumn, clocks are adjusted backwards. The regulations are different in different countries. At present, nearly 70 countries adopt DST.

To meet the DST requirement, a special function can be customized. User may adjust the clock one hour forward at XX (hour) XX (day) XX (month) and one hour backward at XX (hour) XX (day) XX (month) if necessary.

#### Add DST (New)

**Step 1: Click Access Device > Daylight Saving Time > New.**

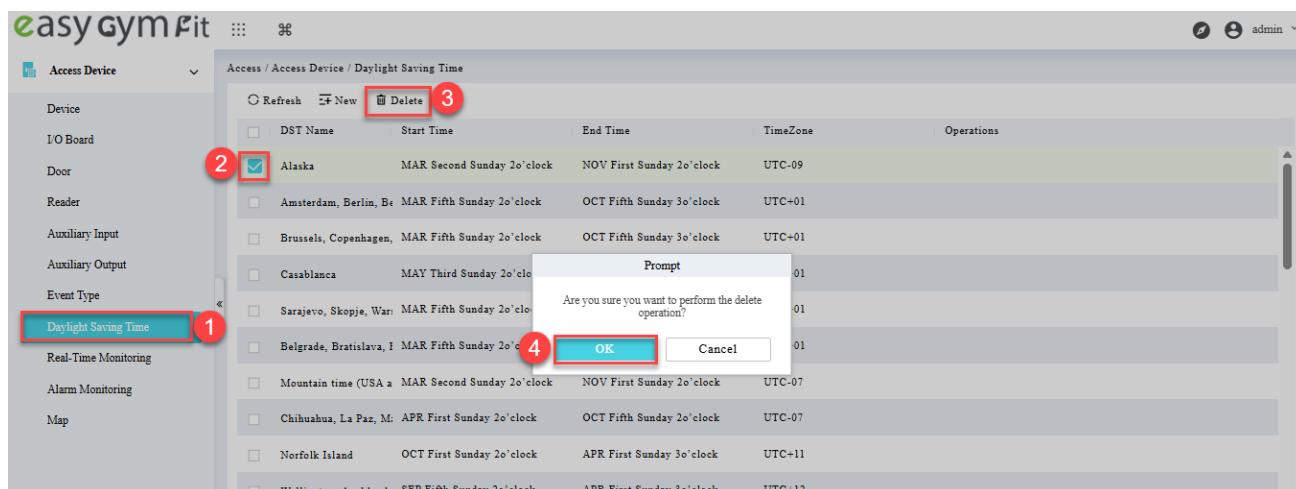


Set as Month-Weeks-week hour: minute format. The start time and end time is needed. For example, the start time can be set as "second Monday in March, 02:00". The system will be advanced one hour at the start time. The system will go back to the original time at the end time.

| Parameter  | Description                          |
|------------|--------------------------------------|
| DST Name   | Display the DST name                 |
| Start Time | Display the start time of the device |
| End Time   | Display the end time of the device   |
| Time Zone  | Display the time zone of the device. |

## Delete

Select device, click **Delete**, and click **OK** to delete the device.



### 2.3.9 Real-Time Monitoring

On the real-time management screen, the status of the added device is displayed, and the device can be opened or closed. At the same time, the dynamic of real-time events is monitored. If the door opening can be verified and corresponding access control events can be generated, the access control management service configuration is complete.

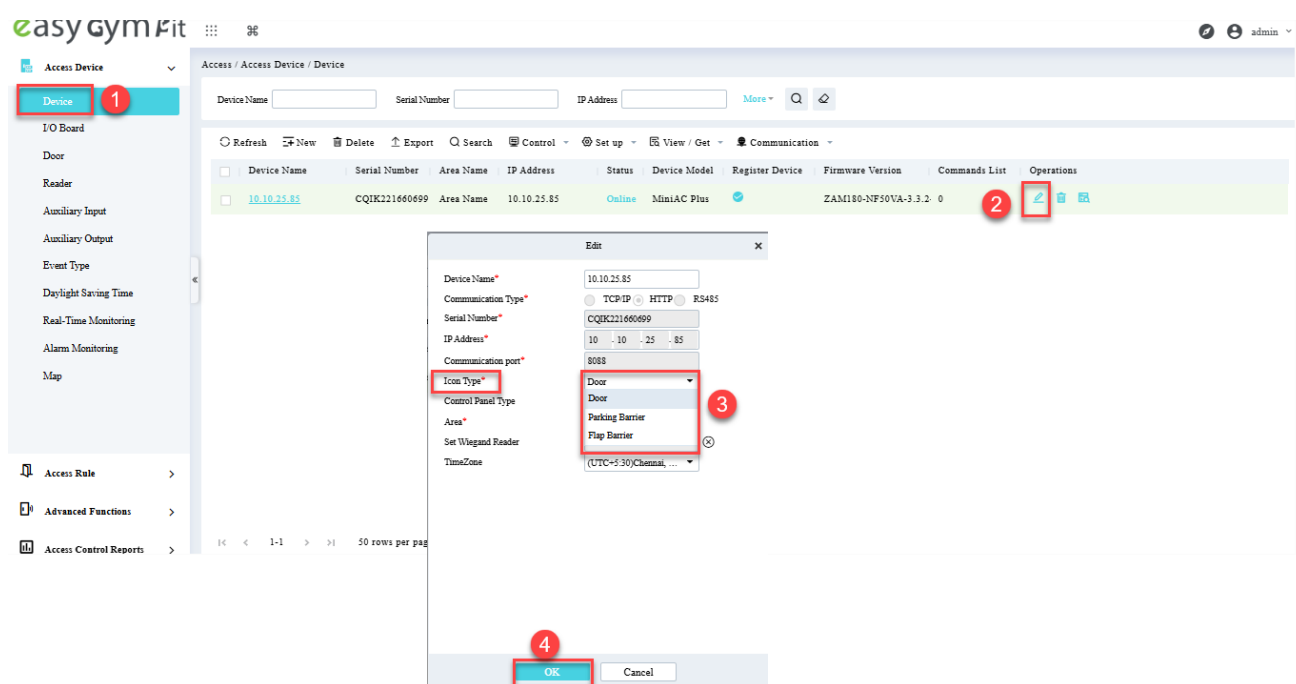
#### Operation Steps

**Step 1:** Check whether the device is online.

In the Access Control module, choose **Access Device > Real-time Monitoring**.








Check whether the icon status of the added device is online. For details about the icon status, see the table below.

**Note:** The icons support 3 types, which are: **Door**, **Parking Barrier**, **Flap Barrier**. User can navigate to the **Access Module > Access Device > Device** to select the device, **Edit** for switching.



The following table takes Door Icon as an example; the other 2 types (Flap Barrier & Parking Barrier) are only different graphics, but the meaning is the same, user can refer to the following table:

| Icon | State   | Icon | State   |
|------|---|------|---|
|      | The device is disabled.   |      | Door offline status   |
|      | No door status sensor, relay off/no relay status                      |      | Door status sensor not set, relay open/no relay state               |
|      | The door is closed, and the relay is off/no relay is in online state  |      | The door is closed, and the relay is on/no relay                    |
|      | Online door open, relay closed/no relay                               |      | Online door open, relay open/no relay state                         |
|      | Door opens alarm, relay closes  |      | The door opens to alarm, and the relay opens                        |
|      | Door opening timeout alarm, relay closed/no relay, door magnetic open |      | Door opening timeout alarm, relay open/no relay, door magnetic open |
|      | Door opening timeout alarm, relay closed/door magnetic closed         |      | Door opening timeout alarm, relay open/door magnetic close          |

| Icon  | State  | Icon  | State  |
|---|--|---|--|
|  | Door close alarm, relay off/no relay status                |  | Door close alarm, relay open/no relay status     |
|  | No door magnetic setting, door alarm, relay closed         |  | No door magnetic setting, door alarm, relay open |
|  | Door opening timeout alarm, no relay/door magnetic closing |  | The door was locked                              |
|  | Abnormal communication between the door and the device     |   |  |

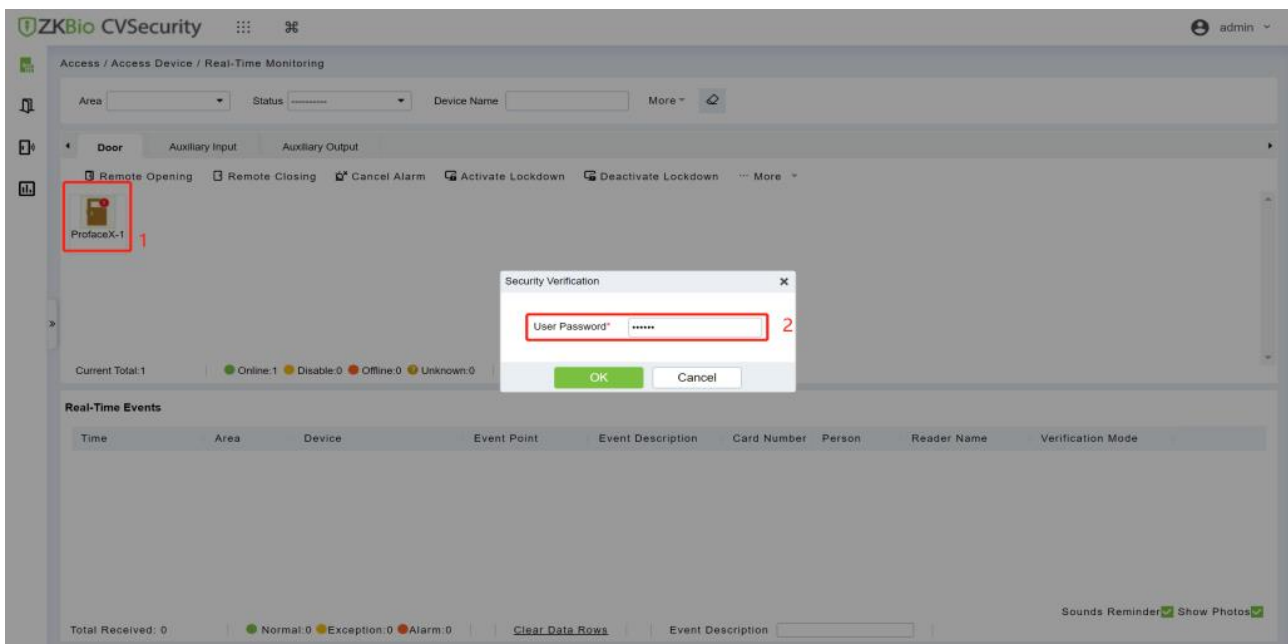
**Note:** If there is no relay status, the current firmware does not support the Check relay Status function.

**Step 2:** Remote opening/closing verification, taking remote opening as an example.

Select the online door device, click **Remote door opening**, enter the user password in the pop-up security verification, and click **OK**.

On the remote door opening screen, enter the time to open the door and tap **OK**, as shown in the figure below.

If Operation succeeded is displayed, the remote door opening Operation is complete.



### Step 3: Permission to verify.

Verify personnel permissions on added devices.

In the real-time monitoring window, judge whether the personnel permissions are correctly configured according to the event status; If the user has been granted access rights, the real-time access event is a normal verification event, as shown in Figure 3-38, indicating that the access level service is configured

| Real-Time Events    |           |                         |             |                   |             |        |             |                   |
|---------------------|-----------|-------------------------|-------------|-------------------|-------------|--------|-------------|-------------------|
| Time                | Area      | Device                  | Event Point | Event Description | Card Number | Person | Reader Name | Verification Mode |
| 2021-12-16 11:15:26 | Area Name | ProfaceX(CN3M212460001) | ProfaceX-1  | Remote Opening    |             |        | Other       | Other             |

## Door

### Remote Opening/Closing

It can control one door or all doors.

Control a single door, right click over it, and click **Remote Opening/ Closing** in the pop-up dialog box. Control all doors, directly click **Remote Opening/ Closing** behind Current All.

In remote opening, user can define the door opening duration (The default is 15s). User can select **Enable Intraday Passage Mode Time Zone** to enable the intraday door passage mode time zones, or set the door to Normal Open, then the door will not be limited to any time zones (open for 24 hours).

Close a door, select **Disable Intraday Passage Mode Time Zone** first, to avoid enabling other normal open time zones to open the door, and then select **Remote Closing**.

**Note:** If **Remote Opening /Closing** fails, check whether the devices are disconnected or not. If disconnected, check the network.

### Cancel the Alarm

Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. Control a single door, move the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in the menu. Control all doors, directly click **Remote Opening/Closing**.

**Note:** If **Cancel the alarm** fails, check if any devices are disconnected. If found disconnected, check the network.



## Remote Normally Open

It will set the device as normal open by remote.

## Activate Lockdown

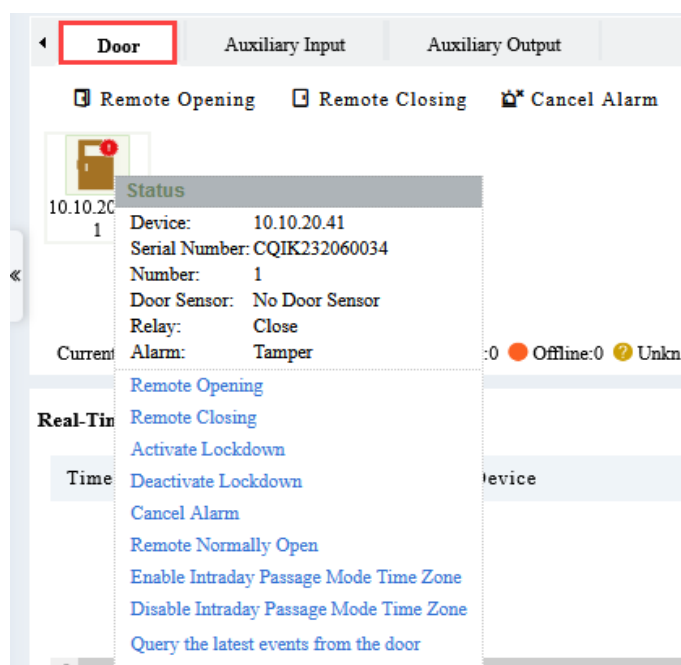
It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices. Super User Swipe to Initiate Lockdown after 3 swipes

## Deactivate Lockdown

It will unlock a locked door. This function is supported only by certain devices. Super User Swipe to Initiate disable after 3 swipes.

## Quick Management of Doors

If user move the cursor to a door's icon; user can perform the above operations in a quick way. In addition, user can query the latest events from the door.



## Personnel Photo Display

If a Real-Time Monitoring event contains personnel activity, the monitor will display the person photo (if no photo is registered, the monitor will display default photo). The event name, time and date are displayed.

## Play Audio

If this option is selected, it plays an audio after an alarming event occurs.

## Query the Latest Events from The Door

Click to quickly view the latest events happened on the door.

## Issue Card to Person

If user swap an unregistered card, a record with a card number will pop-up in real-time monitoring interface. Right click that card number, and a menu will pop-out. Click "Issue card to person," to assign that card to one person.

## Event Monitoring:

The system will automatically acquire records of devices being monitored (by default, display 200 records), including normal and abnormal access control events (including alarm events). Normal events will appear in green; alarm events will appear in red; other abnormal events will appear in orange.

The Superuser can initiate lockdown after 3 swipes and deactivate the same after 3 swipes.

## Auxiliary Input

It monitors current auxiliary input events in real-time.

The screenshot shows the EasyGymFit web application interface. The browser address bar displays the URL: 14.97.160.178:8091/main.do?home&selectSysCode=Acc. The user is logged in as 'admin'. The left sidebar contains a navigation menu with the following items: Access Device, I/O Board, Door, Reader, Auxiliary Input, Auxiliary Output, Event Type, Daylight Saving Time, Real-Time Monitoring (highlighted), Alarm Monitoring, and Map. The main content area is titled 'Access / Access Device / Real-Time Monitoring'. It features a top section with filters for Area, Status, and Device Name. Below this, there are tabs for Door, Auxiliary Input (which is selected and highlighted with a red box), and Auxiliary Output. The Auxiliary Input tab shows a status icon and the text 'Auxiliary Input-1'. Below the status, it displays 'Current Total: 1' and a breakdown of event types: Online: 1, Disable: 0, Offline: 0, Unknown: 0. There is also a field for 'Auxiliary Input Name'. The 'Real-Time Events' section contains a table with the following columns: Time, Area, Device, Event Point, Event Description, Card Number, User, and Reader Name. At the bottom, there is a summary bar showing 'Total Received: 0' and a breakdown of event types: Normal: 0, Exception: 0, Alarm: 0. There are also links for 'Clear Data Rows' and 'Event Description', and checkboxes for 'Sounds Reminder' and 'Show Photos'.

## Auxiliary Output

Here user can perform Remote open, Remote Close, Remote Normally Open.

## Monitoring All

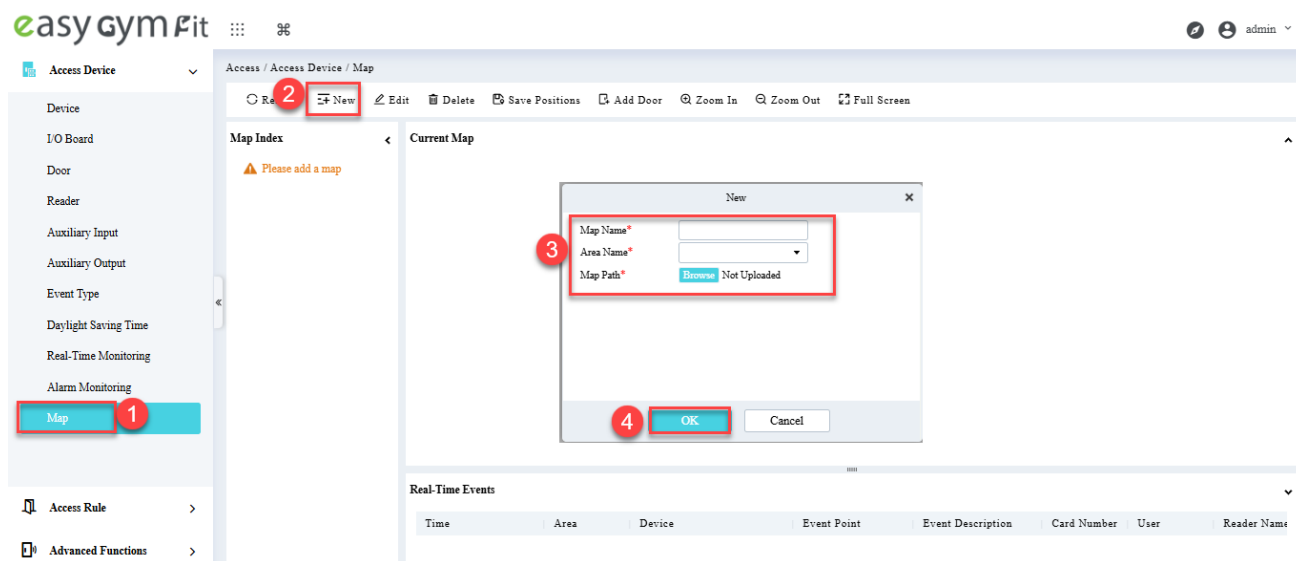
By default, the home page displays all doors of the panels within the user's level. User may monitor door(s) by setting the Area, Access Control or Door.

### 2.3.10 Alarm Monitoring

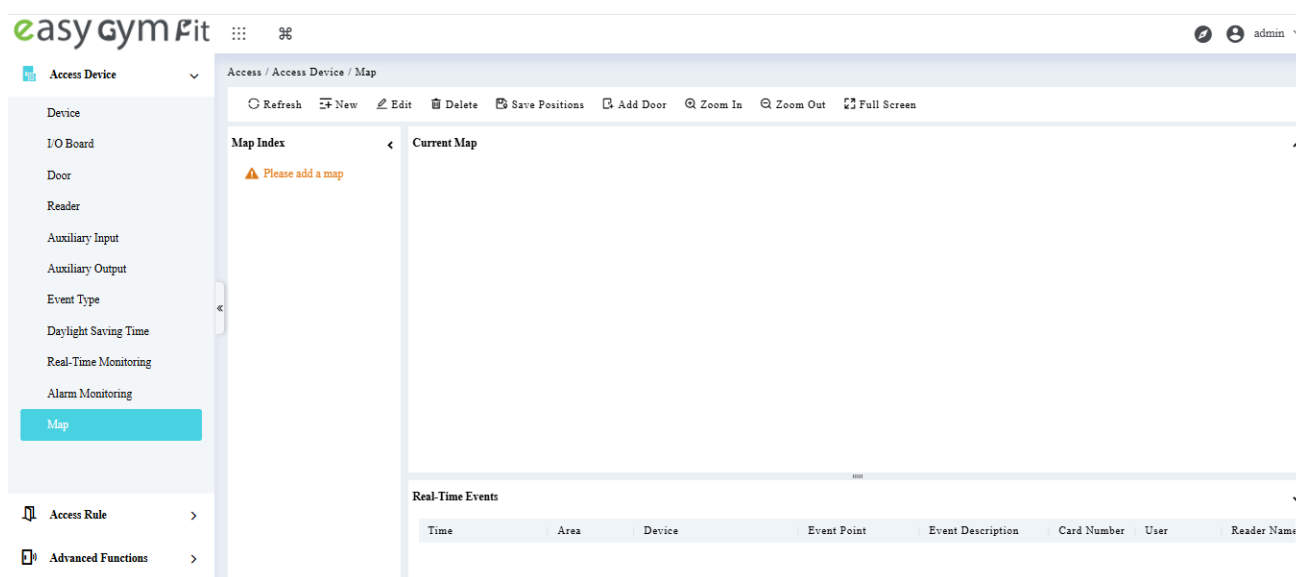
It will monitor the status and real-time events of doors under the access control panels in the system in real-time, including normal events and abnormal events.

### 2.3.11 Map

Click **Access Device > Map > New** to add a map.



After adding, users can add door on the map, perform zoom-in, zoom-out, etc. If users relocated or modified the map, click **Save Positions** to save. The user can view the new setting at next visit.



## Add/Delete Map

Users can add or delete a map as needed.

## Edit Map

Users can edit the map name; change map or the area it belongs to.

## Adjust Map (includes door)

Users can add a door on the map or delete an existing one (right click the door icon and select **Delete Door**) or adjust the map or position(s) of the door or camera icons (by dragging the door or camera icons), adjust the size of the map (click **Zoom in** or **Zoom out** or click **Full Screen**).

## Add Doors & Cameras

After adding the map, click on "Add doors" and "Add cams" in the toolbar on the right to select devices to add to the map.

## Door Operation

If user move the cursor to a door, the system will automatically filter and displays the operation according to the door status. Users can do remotely open/close doors, cancel alarms, etc.

## Levels Control

Users need to select the relevant area for the map when adding levels. The area will be relevant to the user access levels; users can only view or manage the map within levels. If the relevant area of a map is modified, all doors on the map will be cleared. Users need to add the doors manually again.

When an administrator is adding a new user, he can set the user operation rights in role setting, such as Save positions, Add Door, Add Camera, etc.

## Note:

In map modification, users can choose to modify the map name but not the path. Users only need to check the box to activate the modification option.

The system supports adding multi-doors at the same time. After adding the doors, users need to set the door position on the map and click **Save**.

When modifying door icon, especially when users zoomed out the map, the margin for top and left shall not be smaller than 5 pixels, or system will prompt error.

Users are recommended to add a map size under 1120 \* 380 pixels. If several clients access the same server, the display effect will be different according to resolutions of screen and the settings of browsers.

## 2.4 Access Rule

Access rules are the core logic control part of access control, including time period settings, linkage settings, etc.

### 2.4.1 Time zone

In Access Rule Module, time zone is a very important basic concept, which is used to set the use time of the door and specify that **Access Control** is available in the valid time zone.

This section describes how to configure Step to manually add a time range in Easy Gym Fit.

#### Add (New)

#### Operation Steps

**Step 1:** In the access Control module, choose **Access Rule > Time zone**.

**Step 2:** Click **New**, the interface for adding time segments is displayed.

**Step 3:** The time segment page is added. Set the content based on the new requirements, as shown in the figure below. For parameter settings, see the table below.

The screenshot displays the 'Access Rule / Time Zones' configuration page in the Easy Gym Fit system. The sidebar on the left contains navigation links, with 'Access Rule' and 'Time Zones' highlighted. The main content area shows the 'Time Zones' configuration interface. A 'New' button is visible, and a modal window for adding a new time zone is open. The modal window contains a 'Time Zone Name' field, a 'Remarks' field, and a table for setting time intervals. The table has columns for 'Date', 'Time', and three intervals (Interval 1, Interval 2, Interval 3), each with 'Start Time' and 'End Time' fields. The table is populated with data for Monday through Sunday and three holiday types. The 'OK' button at the bottom of the modal is highlighted.

| Date           | Time | Interval 1 |          | Interval 2 |          | Interval 3 |          |
|----------------|------|------------|----------|------------|----------|------------|----------|
|                |      | Start Time | End Time | Start Time | End Time | Start Time | End Time |
| Monday         |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Tuesday        |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Wednesday      |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Thursday       |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Friday         |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Saturday       |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Sunday         |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Holiday Type 1 |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Holiday Type 2 |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |
| Holiday Type 3 |      | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  | 00 : 00    | 00 : 00  |

Copy Monday's Setting to Others Weekdays: ☐

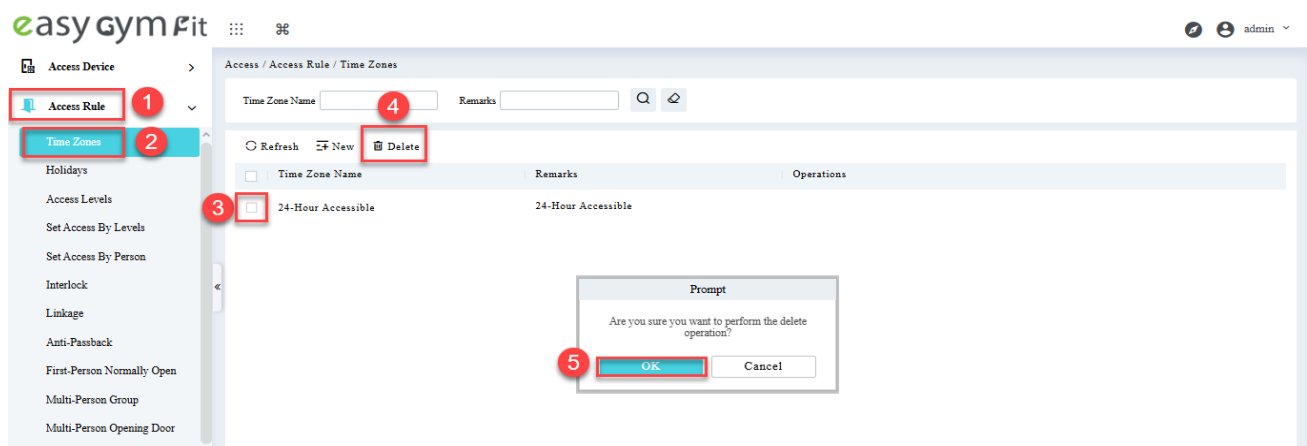
Buttons: Save and New, OK, Cancel

| Parameter                            | Description   |
|--------------------------------------|---|
| Time Zone Name                       | User can set a time range name for easy memory.   |
| Remarks                              | Remarks Description of user-defined Settings.   |
| Time interval                        | Set the start time and end time for each time range. The time period includes one week and three holiday-type time periods. |
| Copy Monday's time to other weekdays | User can quickly copy user Monday Settings to other weekdays.   |

**Step 4:** Click **OK** to finish adding the time range.

## Delete

Select the time zone name, click **Delete**, and click **OK** to delete the time zone.



## 2.4.2 Holiday

The access control time on holidays may be different from that on weekdays. To facilitate operation, the system supports separate access control time on holidays.

This section describes how to manually add a holiday step in Easy Gym Fit.

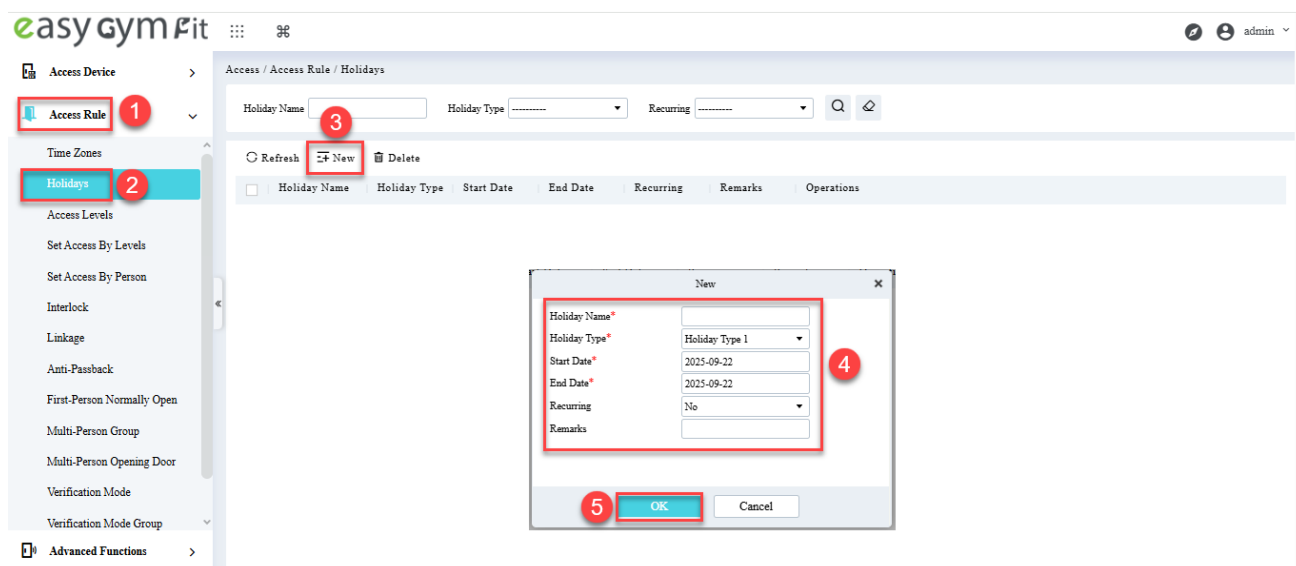
### Add (New)

#### Operation Steps

**Step 1:** In the Access module, choose **Access Rule > Holidays**.

**Step 2:** Click **New**, the page for adding holidays is displayed.

**Step 3:** When a page is added during holidays, set the content as required, as shown in figure below. For parameter Settings, see the table below.



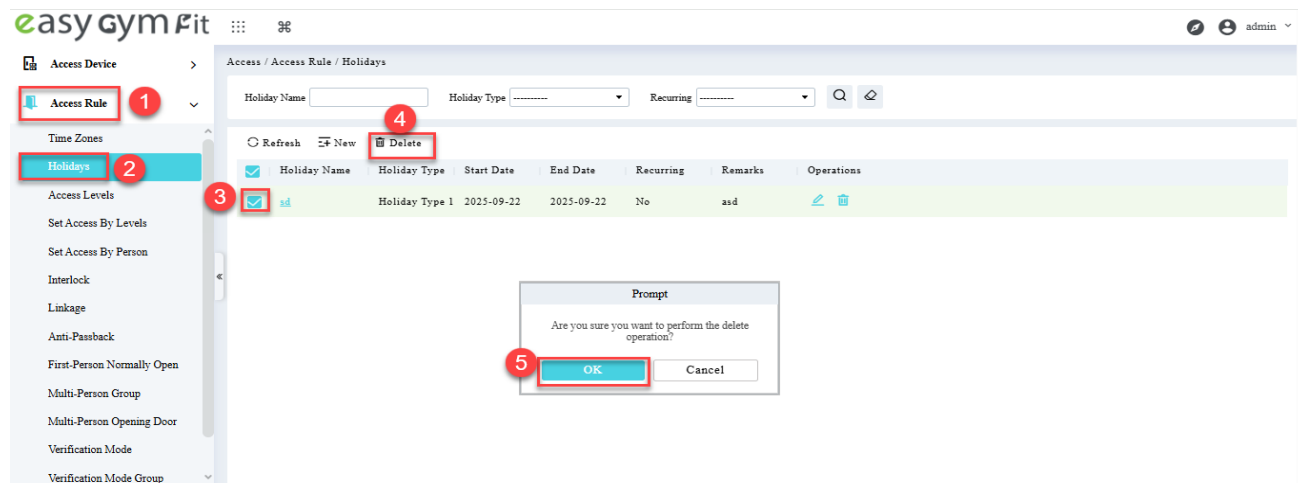
| Parameter            | Description   |
|----------------------|---|
| Holiday Name         | User can set holiday names for easy memory.   |
| Holiday Type         | The holiday type can be Holiday type 1, Holiday type 2, holiday type 3. Set holiday type to time Range.   |
| Start date /End date | Set the holiday start and end date.   |
| Recurring            | Set this holiday cycle by year: yes, no.<br>For example, if New Year's Day is January 1, set this parameter to Yes. Mother's Day falls on the second Sunday in May. If the date is uncertain, set it to No. |
| Remarks              | Enter the remarks.  |

**Step 4:** Click OK to finish adding the holiday.



## Delete

Select holiday, click **Delete**, and click **OK** to delete the holiday.



### 2.4.3 Access Level

Access level groups define groups and categories of internal doors to facilitate subsequent permission assignment operations.

Setting operations include creating access level groups and adding doors to access level groups.

#### Add (New)

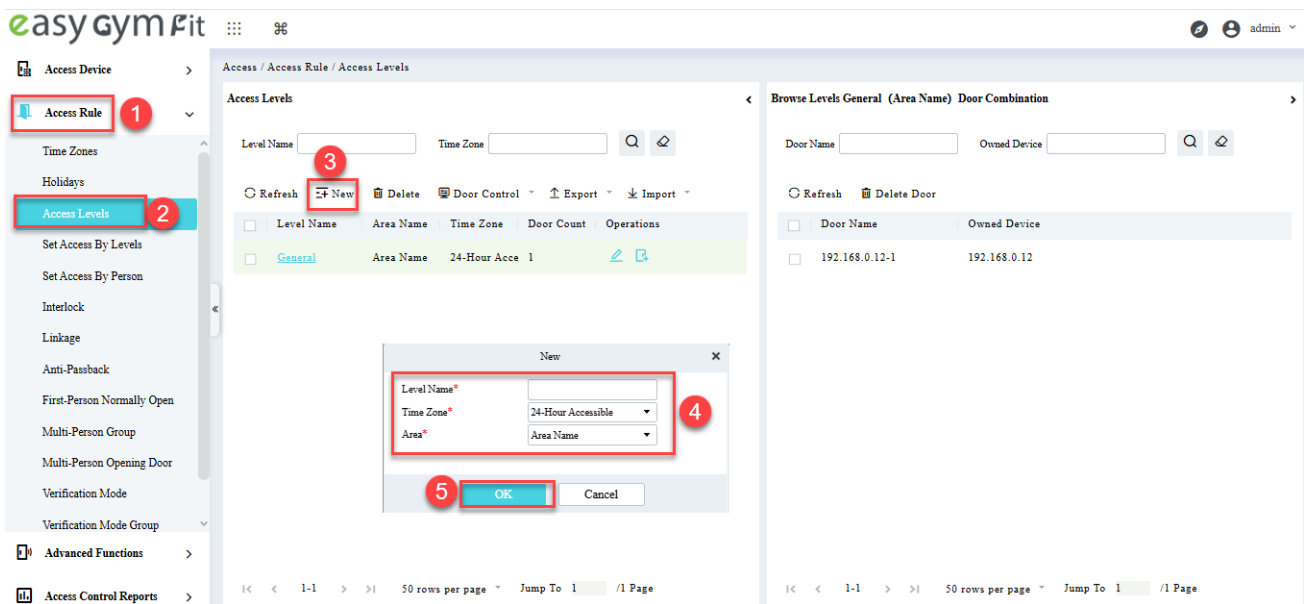
This section describes how to create step for Access Control groups in Easy Gym Fit.

#### Operation Steps

**Step 1:** In the Access I module, choose **Access Rule > Access Level**.

**Step 2:** Click **New** in the left column, and the page for adding access level groups is displayed.

**Step 3:** On the page for adding access level groups, set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table below



| Parameter  | Description  |
|------------|--|
| Level Name | User can customize the name of the access level group for easy query.  |
| Time Zone  | Select the configured access time zone to define the valid access time zone for this permission group.   |
| Area       | Select the configured area from <b>System &gt; System Management &gt; Area Settings</b> and define the area to which the Access Control group belongs. |

**Step 4:** Click OK to finish configuring the access control right group.

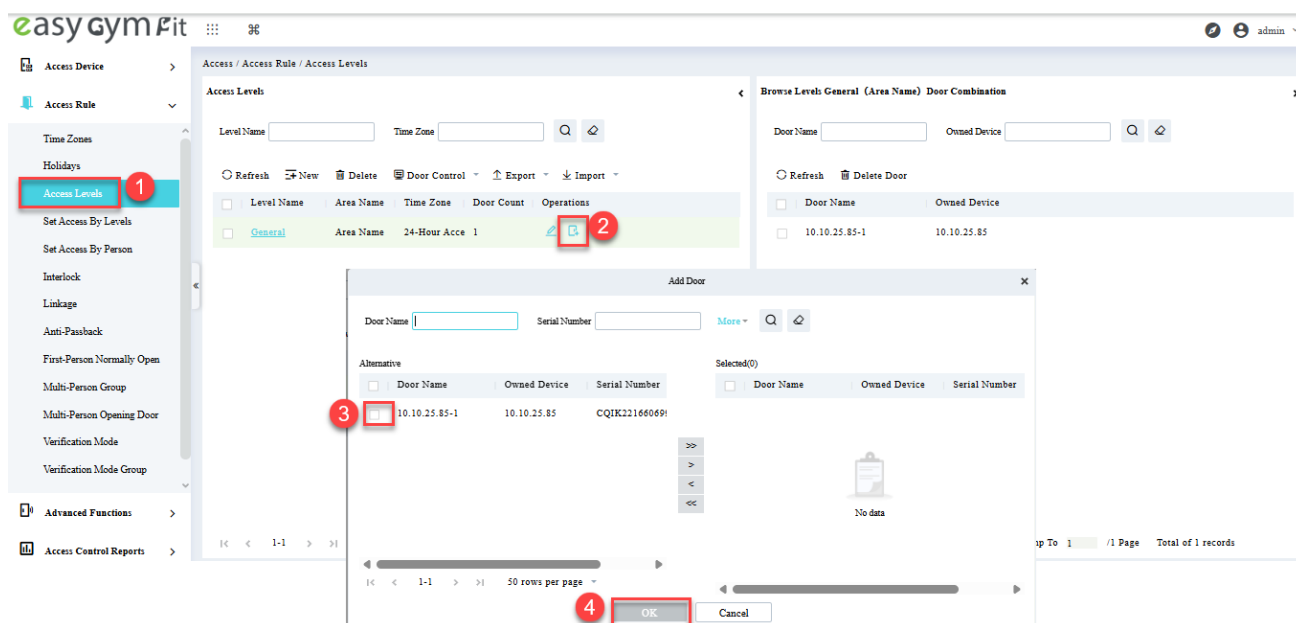
## Add Door

This topic describes how to add operation step to the door of the created access level group in Easy Gym Fit.

## Operation Steps

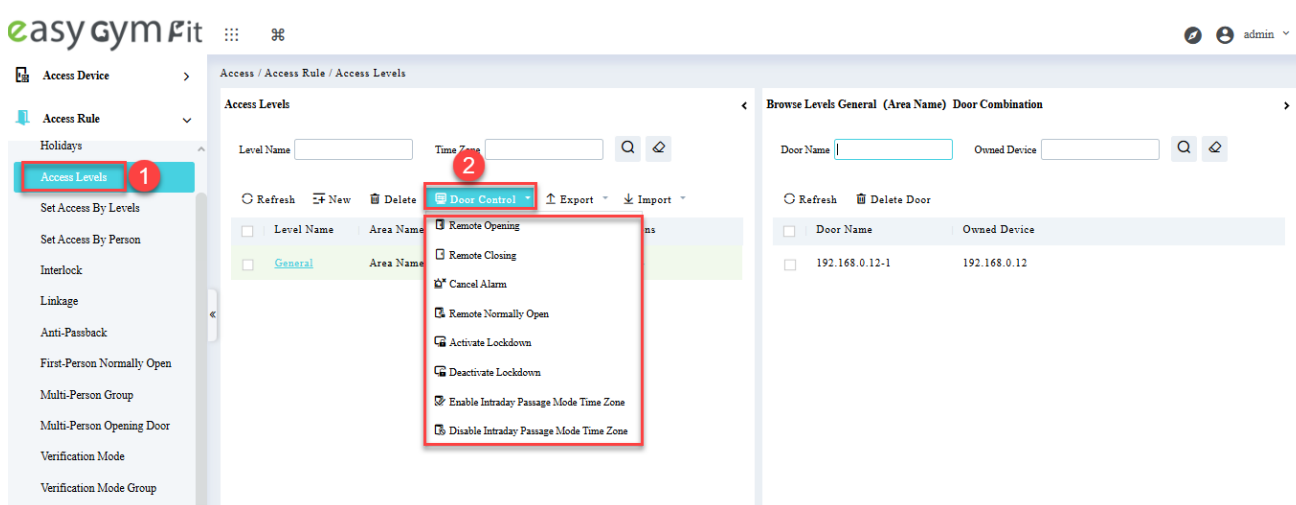
**Step 1:** In the Access module, choose **Access Rule > Access level > Add Door**.

**Step 2:** Click **Add Door**, and the page for selecting a door is displayed. add a door as required, as shown in figure below.



Step 3: Click OK to finish configuring the door for the access control right group.

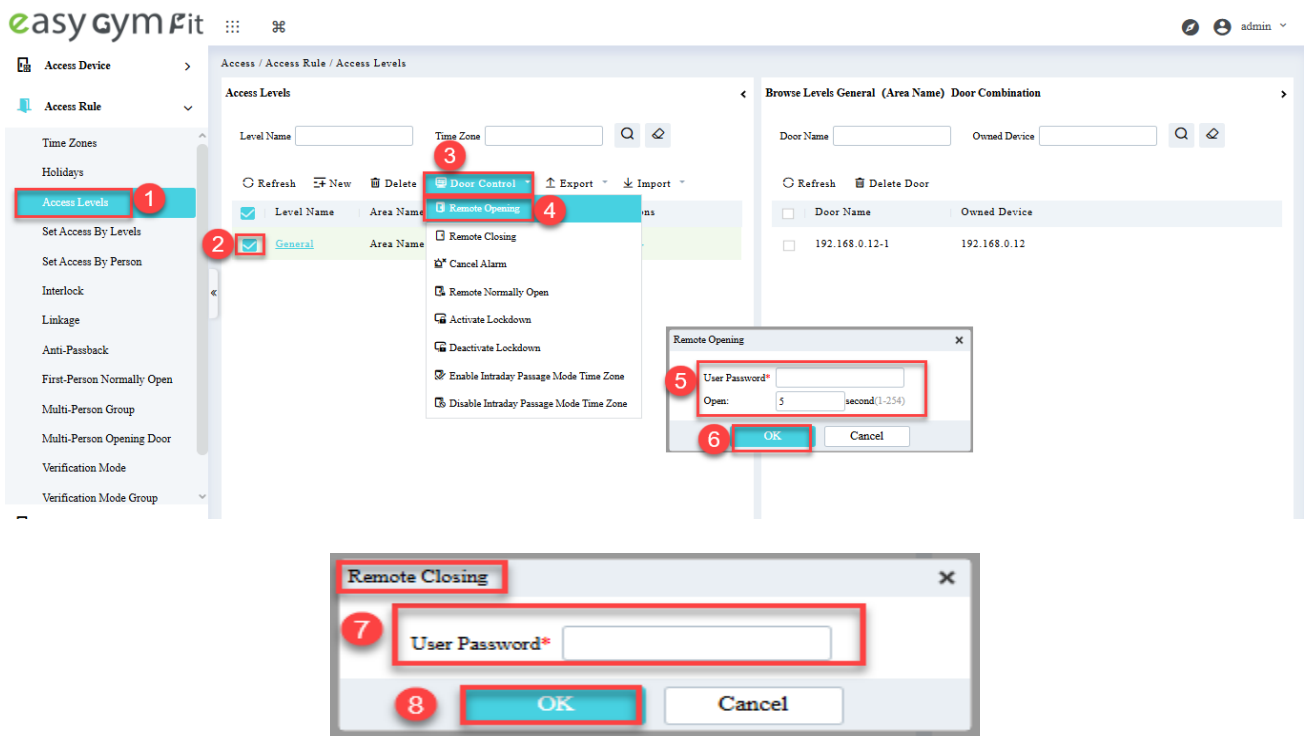
## Door Control



## Remote Opening/Closing

It can control one door or all doors.

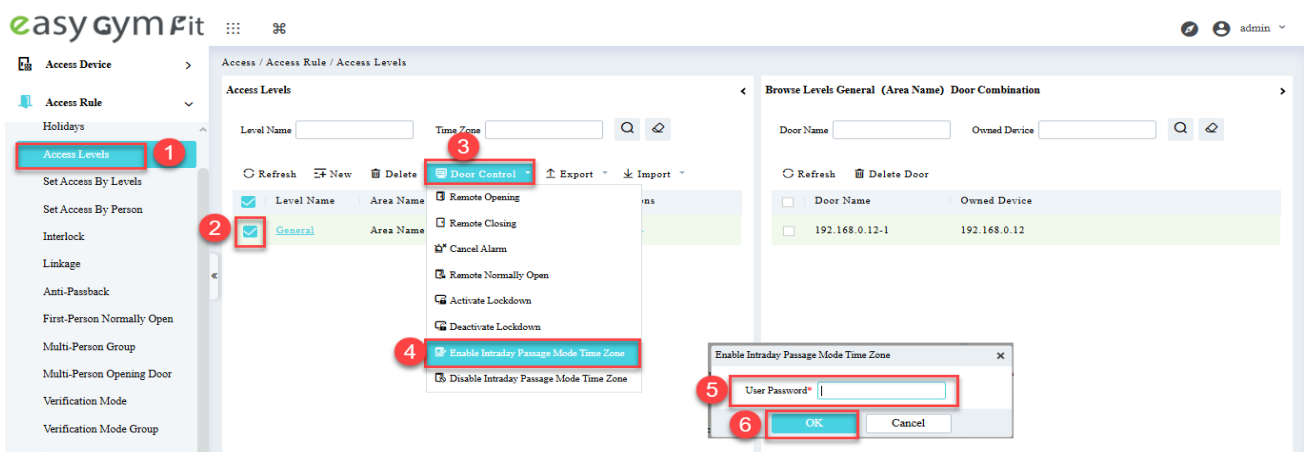
Control a single door, select the door, and click Remote Opening/Closing. A pop-up window will appear where you can enter the password and specify the time interval for opening. Click OK to open the door. Close the door, select it again, enter the password, and click OK.



Control all doors, directly click Remote Opening/Closing.

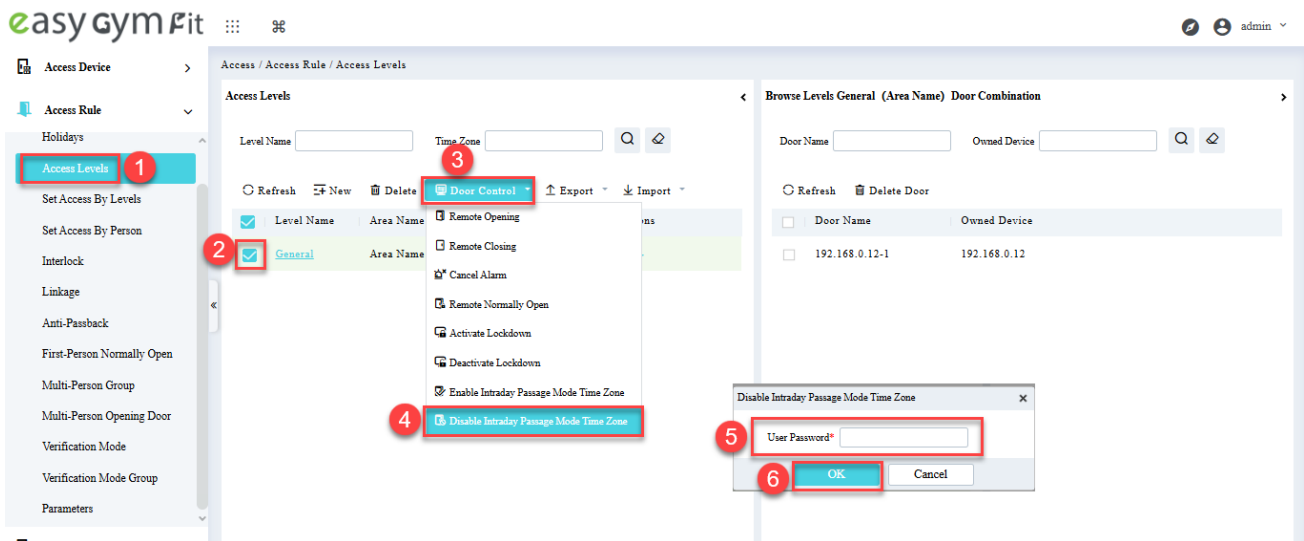
## Enable Intraday Passage Mode Time Zone

In remote opening, user can define the door opening duration (The default is 15s). User can select **Enable Intraday Passage Mode Time Zone** to enable the intraday door passage mode time zones, or set the door to Normal Open, then the door will not be limited to any time zones (open for 24 hours).



## Disable Intraday Passage Mode Time Zone

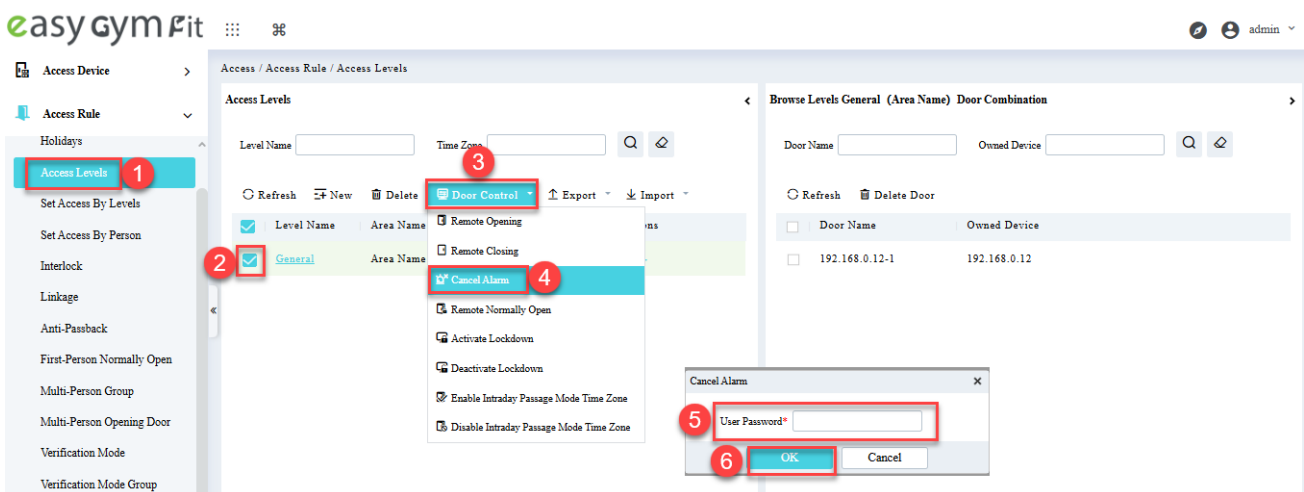
Close a door, select **Disable Intraday Passage Mode Time Zone** first, to avoid enabling other normal open time zones to open the door, and then select **Remote Closing**.



**Note:** If **Remote Opening/Closing** fails, check whether the devices are disconnected or not. If disconnected, check the network.

## Cancel the Alarm

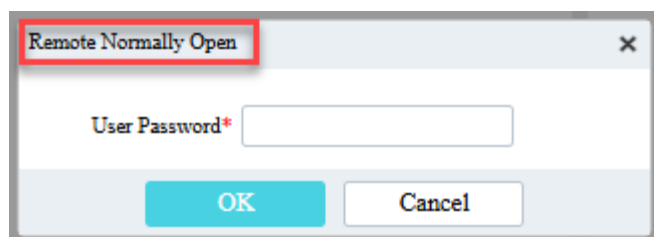
Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. Control a single door, move the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in the menu. Control all doors, directly click **Remote Opening/Closing** behind Current All.



**Note:** If **Cancel the alarm** fails, check if any devices are disconnected. If found disconnected, check the network.

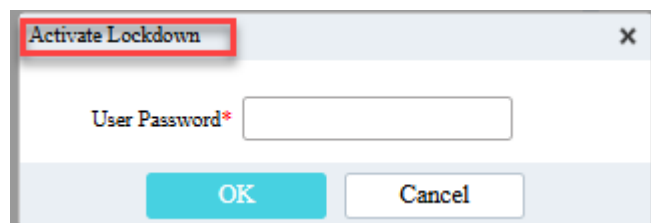
## Remote Normally Open

It will set the device as normal open by remote.



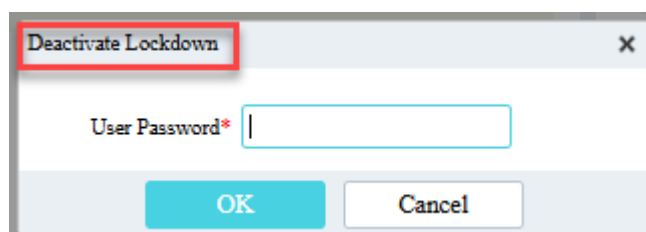
## Activate Lockdown

It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices. Super User Swipe to Initiate Lockdown after 3 swipes



## Deactivate Lockdown

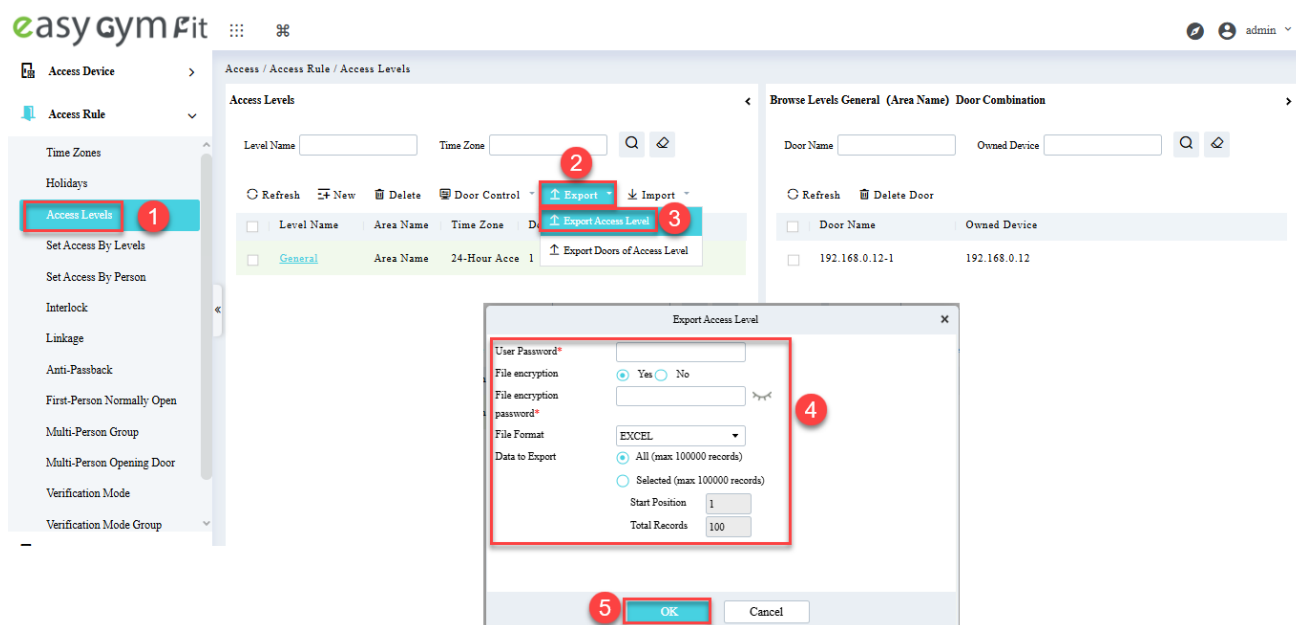
It will unlock a locked door. This function is supported only by certain devices. Super User Swipe to Initiate disable after 3 swipes.



## Export Access Level

**Step 1:** Export and fill in Access Level Template:

In the Access Module, click **Access Rule > Access Levels > Export > Export Access Level**, then fill in the Access levels information.

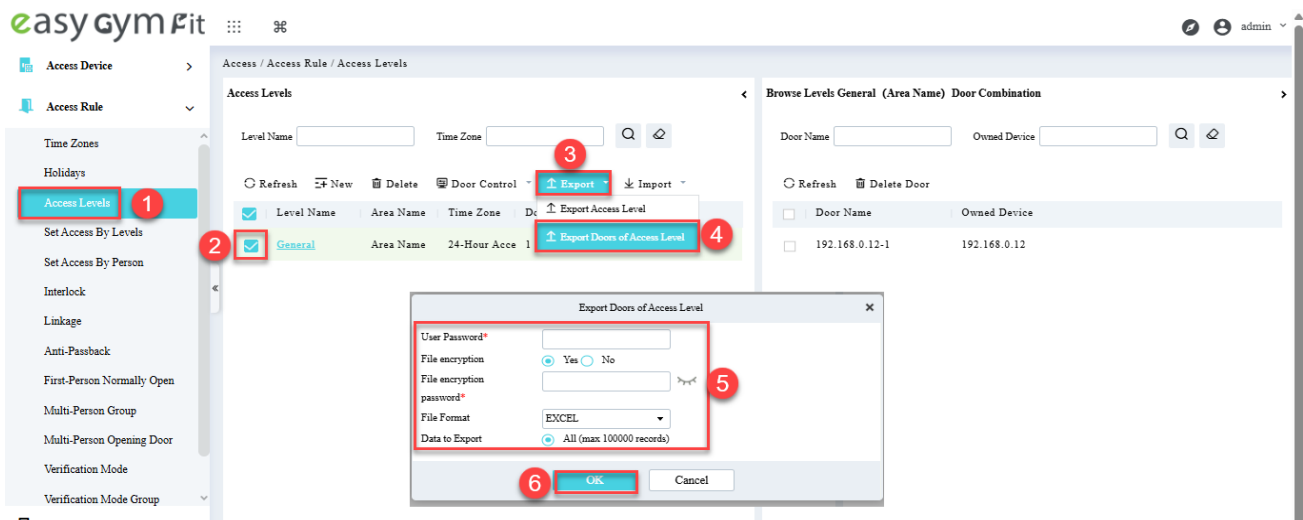


| Access Levels |           |             |  |
|---------------|-----------|-------------|--|
| Level Name    | Area Name | Time Zone   |  |
| Level 1       | Area 1    | Time Zone 1 |  |
| Level 2       | Area 2    | Time Zone 1 |  |
| Level 3       | Area 3    | Time Zone 1 |  |
| Level 4       | Area 4    | Time Zone 1 |  |
| Level 5       | Area 5    | Time Zone 1 |  |

**Note:** The Level name can be customized. The Area Name can be set from **System > System Management > Area Settings**, the Time Zone can be set from **Access > Access Rule > Time Zones**.

**Step 2:** Export the Doors of Access Level Template:

In the **Access Module**, click **Access Rule > Access Levels > Export > Export Doors of Access Level**, then User can export doors of access level in Excel file format.



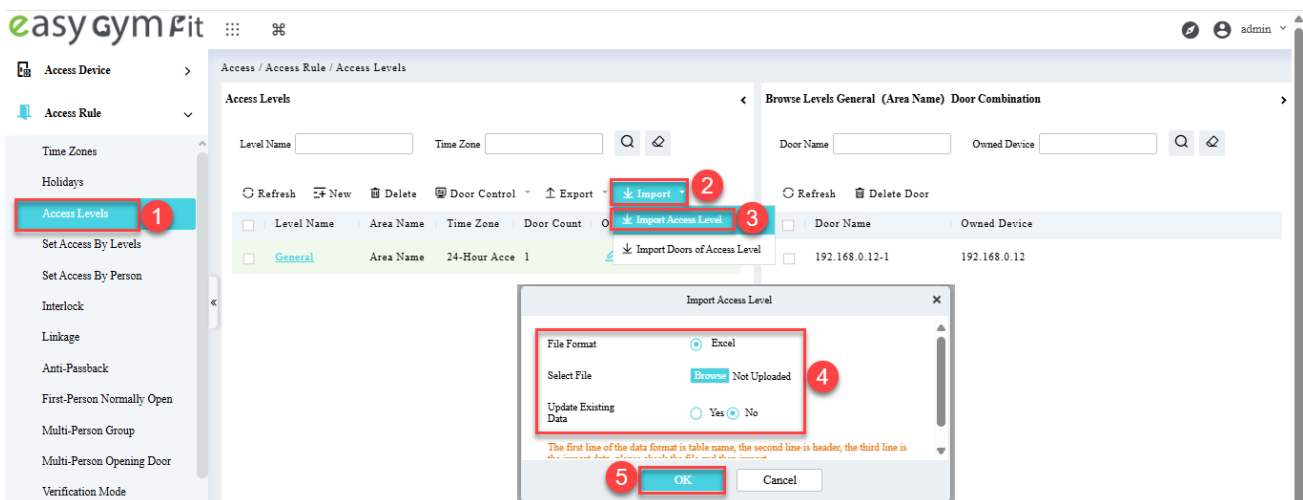
Enter the user password in the displayed security verification dialog box and Click OK. Select whether to encrypt the file and the file format to export and Click OK.

## Import

### Import Access Level

Step 1: Import and fill in Import Access Level Template:

In the **Access Module**, click **Access Rule > Access Levels > Import > Import Access Level**, then fill in the Import Access Level information.



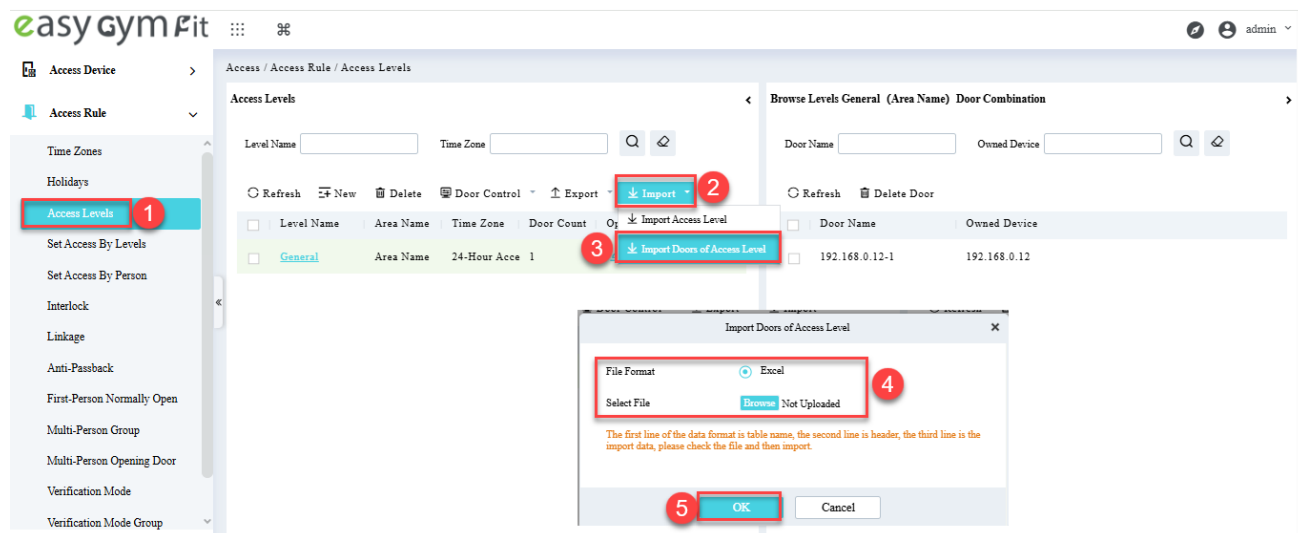
Select the file format, then select and upload the file. Click **Yes** or **No** to update the existing data, and then click **OK** to import the access level.



## Import Door of Access Level

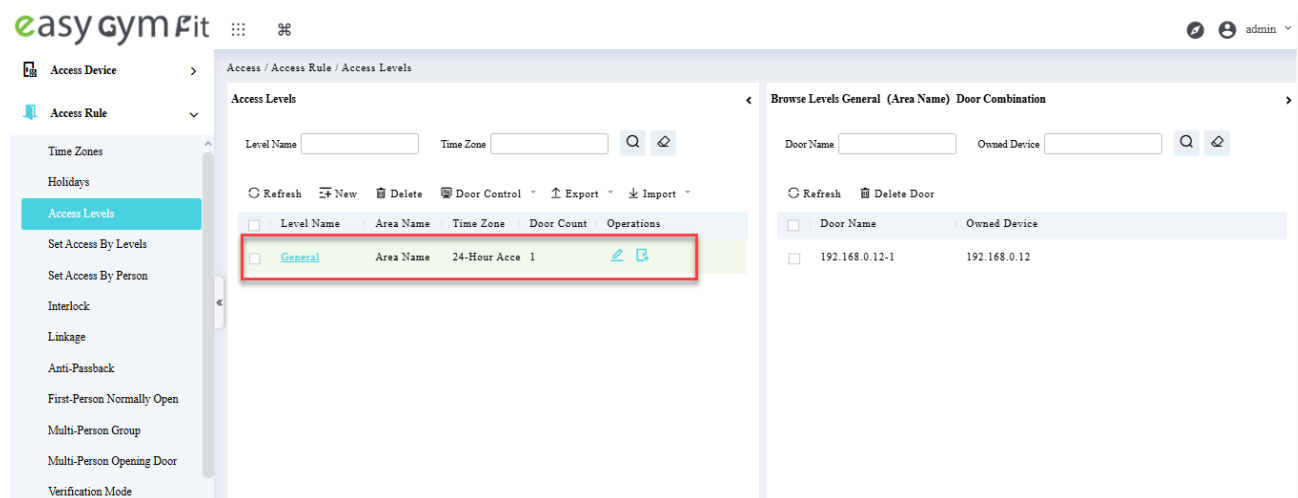
**Step 1:** Import and fill in Import Door of Access Level Template:

In the Access Module, click **Access Rule > Access Levels > Import > Import Door of Access Level**, then fill in the information about the import door of access levels.



Select the file format, then select and upload the file, and then click **OK** to import door of the access level.

**Step 2:** After the upload is successful, we can view the uploaded level as the following figure.



## 2.4.4 Set Access Level Allocation

Permission assignment Manages the access level of personnel. After permission assignment, personnel can verify the door opening operation.

User can assign user rights by user group or assign user rights by user group.

### Assign Personnel Rights by Permission Group

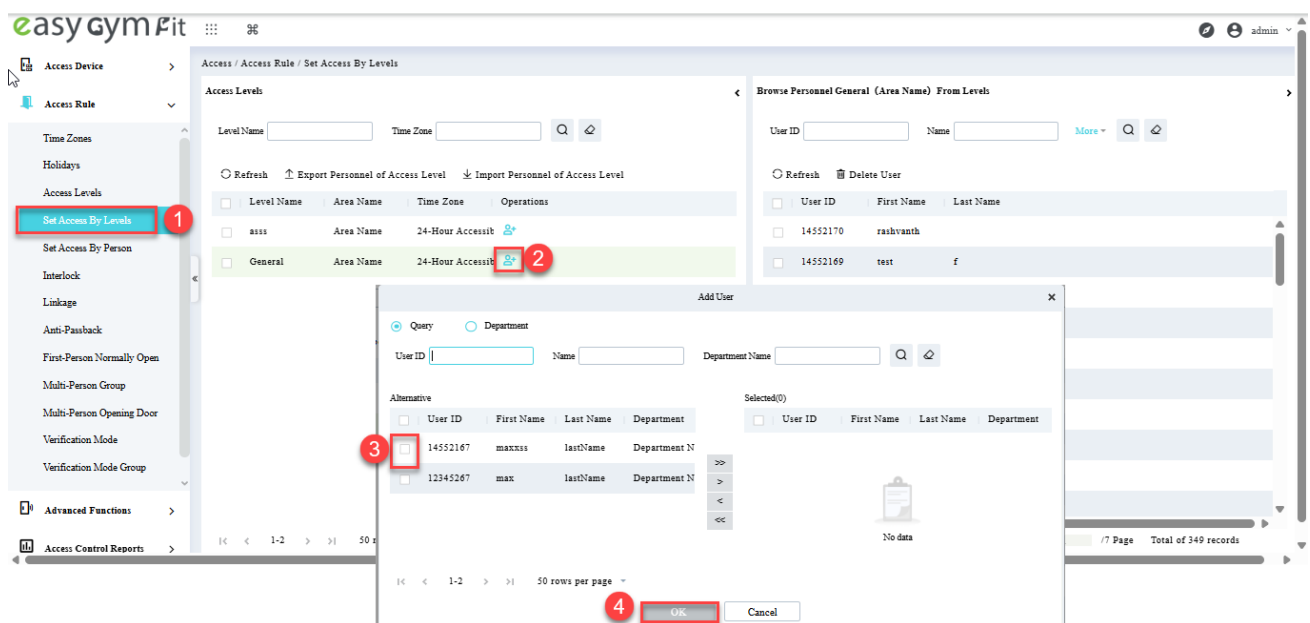
Assigning personnel permissions by permission group is used to define a set of open-door personnel for a permission group.

Describes operation step that assigns staff permissions by permission group in Easy Gym Fit.

### Operation Steps

**Step 1:** In the Access module, choose **Access Rule > Set Access by Levels**.

**Step 2:** In the operation column of the corresponding permission group, tap **Add Personnel**. The Add personnel page is displayed. Select personnel as required, as shown in the figure below.



**Step 3:** Click OK to complete the assignment of personnel permissions.

## Delete Personnel

Select personnel ID, click **Delete**, and click **OK** to delete the personnel ID.

The screenshot shows the 'easyGymFit' web interface. On the left sidebar, 'Access Levels' is selected (1). In the main area, the 'Access Levels' table shows 'General' selected (2). On the right, the 'Browse Personnel General (Area Name) From Levels' panel shows a list of users. The 'Delete User' button is highlighted (3). A modal dialog box appears with the text 'Are you sure you want to perform the delete operation?' and 'OK' (4) and 'Cancel' buttons.

## Export Personnel of Access Level

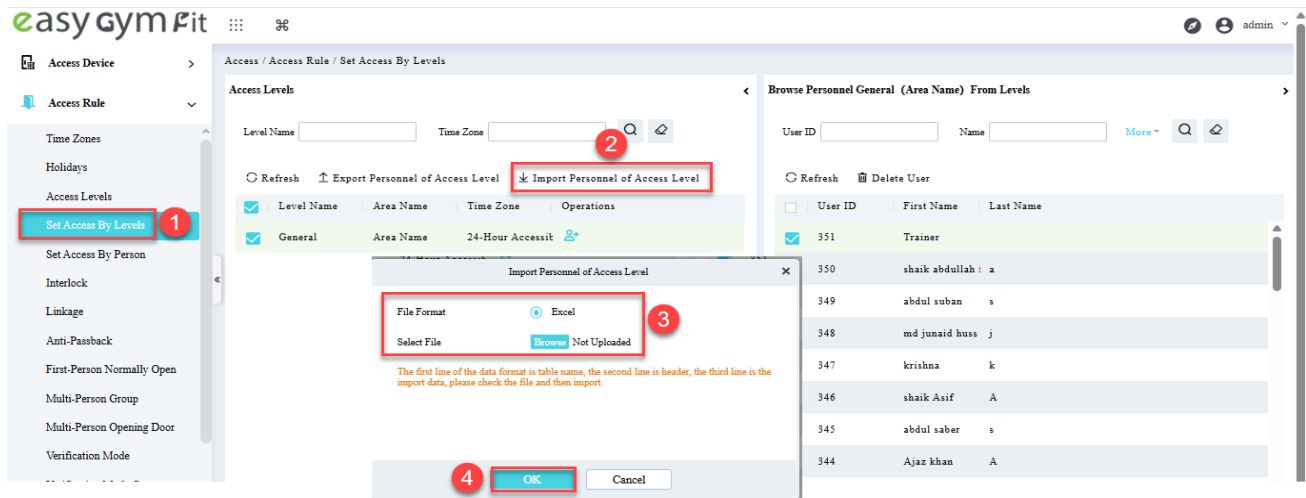
Device information can be exported in EXCEL, PDF, and CSV file format.

The screenshot shows the 'easyGymFit' web interface. On the left sidebar, 'Access Levels' is selected (1). In the main area, the 'Access Levels' table shows 'General' selected (2). On the right, the 'Browse Personnel General (Area Name) From Levels' panel shows a list of users. The 'Export Personnel of Access Level' button is highlighted (3). A modal dialog box appears with the title 'Export Personnel of Access Level'. It contains fields for 'User Password\*', 'File encryption' (Yes/No), 'File encryption password\*', 'File Format' (EXCEL), and 'Data to Export' (All (max 100000 records)). The 'OK' button is highlighted (5).

| ZKTECO Device  |               |           |                    |                         |                |                 |        |              |                 |                                  |
|----------------|---------------|-----------|--------------------|-------------------------|----------------|-----------------|--------|--------------|-----------------|----------------------------------|
| Device Name    | Serial Number | Area Name | Communication Type | Network Connection Mode | IP Address     | RS485 Parameter | Enable | Device Model | Register device | Firmware Version                 |
| 192.168.218.60 | 20100501999   | Area Name | HTTP               | Wired                   | 192.168.218.60 |                 | Enable | C3-400Pro    |                 | AC Ver 4.7.7.3033<br>Jun 16 2017 |

## Import Personnel of Access Level

Device information can be imported in EXCEL, PDF, CSV file format.



### 2.4.5 Set Access Level Groups by Person

Assigning access level groups by person A permission set is used to define the access level set of a person.

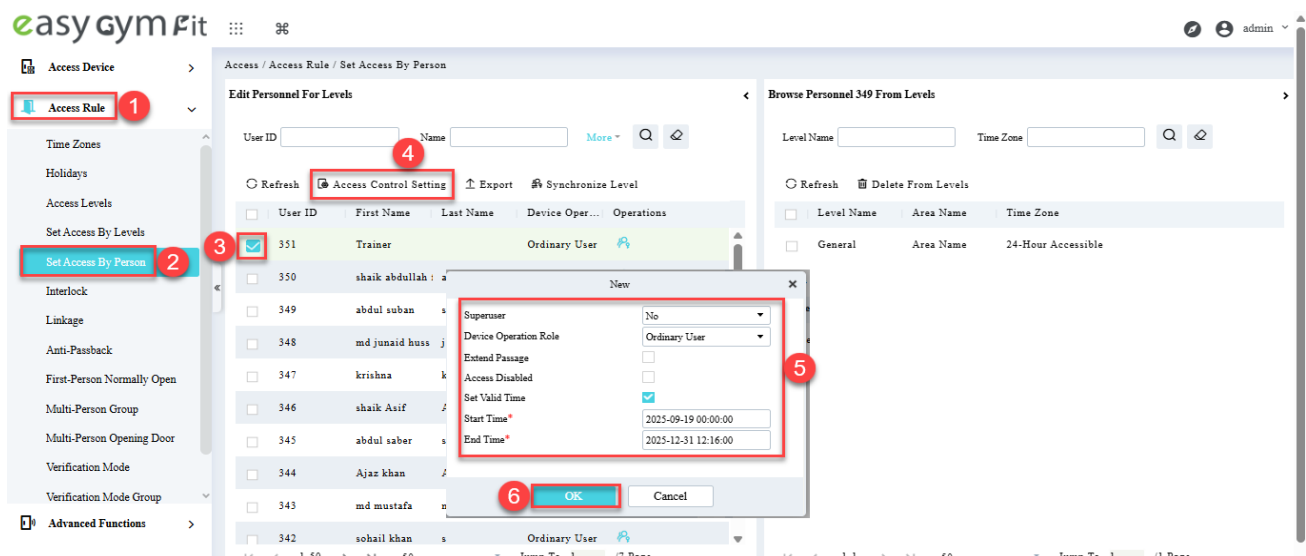
This section describes Operation Step that assigns access control group permissions by person in Easy Gym Fit.

## Access Control Setting

### Operation Steps

**Step 1:** In the Access I module, choose Access Control > Settings by Personnel.

**Step 2:** In the Operation column of the Access Control group, click **Add Access Control Group**. The page for adding access control groups is displayed. Select the Access Control group as required.



**Step 3:** Click OK to complete the assignment of personnel permissions.

## Add Level

### Permission Assignment

The permission assignment feature manages the access levels of personnel. After permissions are assigned, personnel can verify and perform door-opening operations. Users can assign access rights either by individual user or by user group.

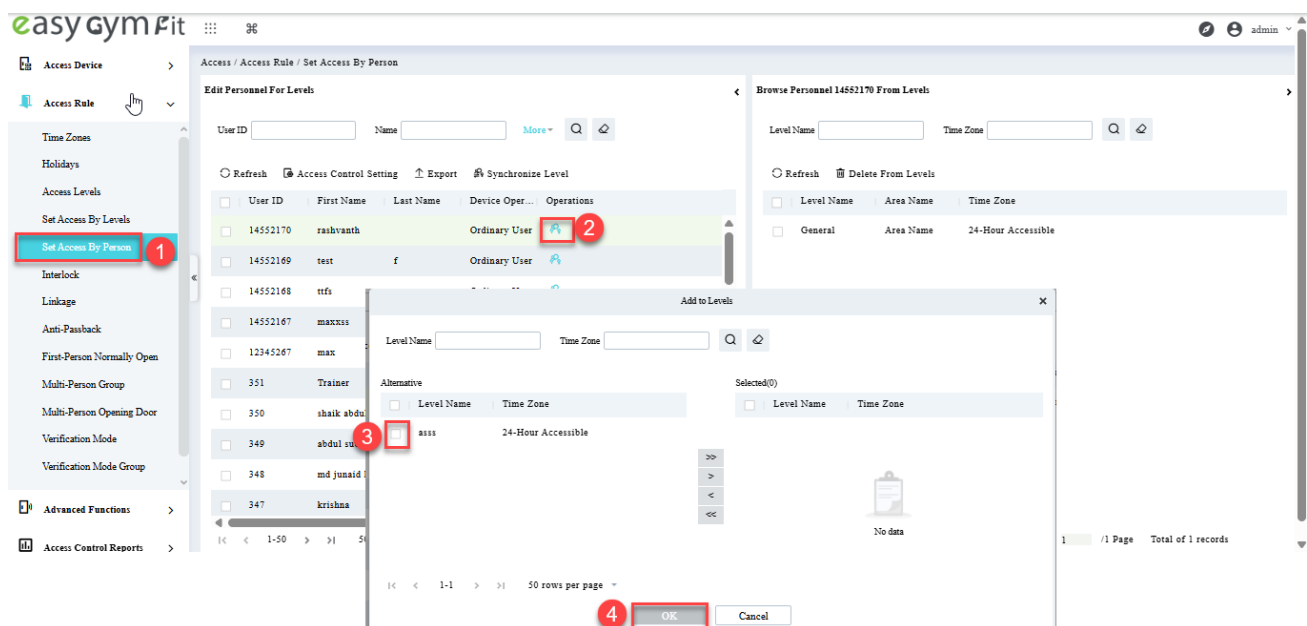
### Assign Personnel Rights by Permission Level

Assigning personnel permissions by permission group allows administrators to define a set of personnel who have door-access rights under a specific permission group. The following section describes the operational steps for assigning staff permissions by permission group in Easy Gym Fit.

### Operation Steps

**Step 1:** In the Access module, choose **Access Rule > Set Access by Levels**

**Step 2:** In the Operation column of the corresponding permission group, tap **Add Levels**. The Add level page is displayed. Select personnel as required.



**Step 3:** Click OK to complete the assignment of level permissions.

## Delete From Level

Select the level name, click **Delete**, and click **OK** to delete the level name.

The screenshot shows the 'easyGymFit' web interface. On the left sidebar, the 'Set Access By Person' option is highlighted with a red box and a red circle with the number 1. In the main content area, the 'Browse Personnel 351 From Levels' panel is visible. The 'Delete From Levels' button is highlighted with a red box and a red circle with the number 3. Below this, a confirmation dialog box titled 'Prompt' is shown with the text 'Are you sure you want to perform the delete operation?'. The 'OK' button in this dialog is highlighted with a red box and a red circle with the number 4.

## Export

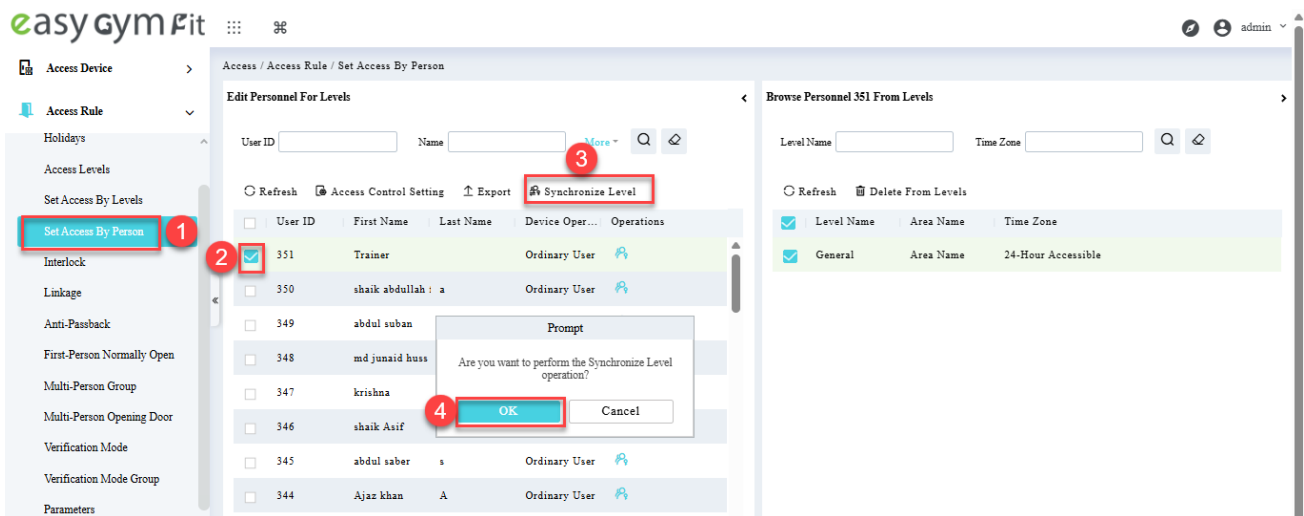
Device information can be exported in EXCEL, PDF, and CSV file format.

The screenshot shows the 'easyGymFit' web interface. On the left sidebar, the 'Set Access By Person' option is highlighted with a red box and a red circle with the number 1. In the main content area, the 'Edit Personnel For Levels' panel is visible. The 'Export' button is highlighted with a red box and a red circle with the number 2. Below this, an 'Export' dialog box is shown. The 'File Format' dropdown is set to 'ZIP' and is highlighted with a red box and a red circle with the number 4. The 'OK' button in this dialog is highlighted with a red box and a red circle with the number 5.

| ZKTECO Device  |               |           |                    |                         |                |                 |        |              |                 |                                  |
|----------------|---------------|-----------|--------------------|-------------------------|----------------|-----------------|--------|--------------|-----------------|----------------------------------|
| Device Name    | Serial Number | Area Name | Communication Type | Network Connection Mode | IP Address     | RS485 Parameter | Enable | Device Model | Register device | Firmware Version                 |
| 192.168.218.80 | 20100501999   | Area Name | HTTP               | Wired                   | 192.168.218.80 |                 | Enable | C3-400Pro    |                 | AC Ver 4.7.7.3033<br>Jun 16 2017 |

## Synchronize Level

Select the level to be synchronized and send the corresponding device area data in the software to the device.



## 2.4.6 Interlock

Set interlock control between two or more doors on the access controller device: To verify the opening of a door, ensure that all other doors interlocked with the door are closed; otherwise, the door cannot be opened.

This section describes the Step of adding interlock effect in Easy Gym Fit.

### The Premise Conditions:

1. The door opening/closing state monitoring is realized by detecting the door magnetic state. Therefore, interlock function requirements:
2. The door status sensor at the device end must be correctly installed
3. In door setting on the software side, the status of the door status sensor must be set to normally open or normally closed (based on the actual installation).

### Add (New)

#### Operation Steps

**Step 1:** In the Access Control module, choose **Access Control > Interlock** and click **New**.

**Step 2:** Select the specified device.

#### Instructions:

When user adds a device for which interlock has been configured, the device cannot be found in the drop-down list. After the configured interlock information is deleted, the device is returned to the drop-down list.

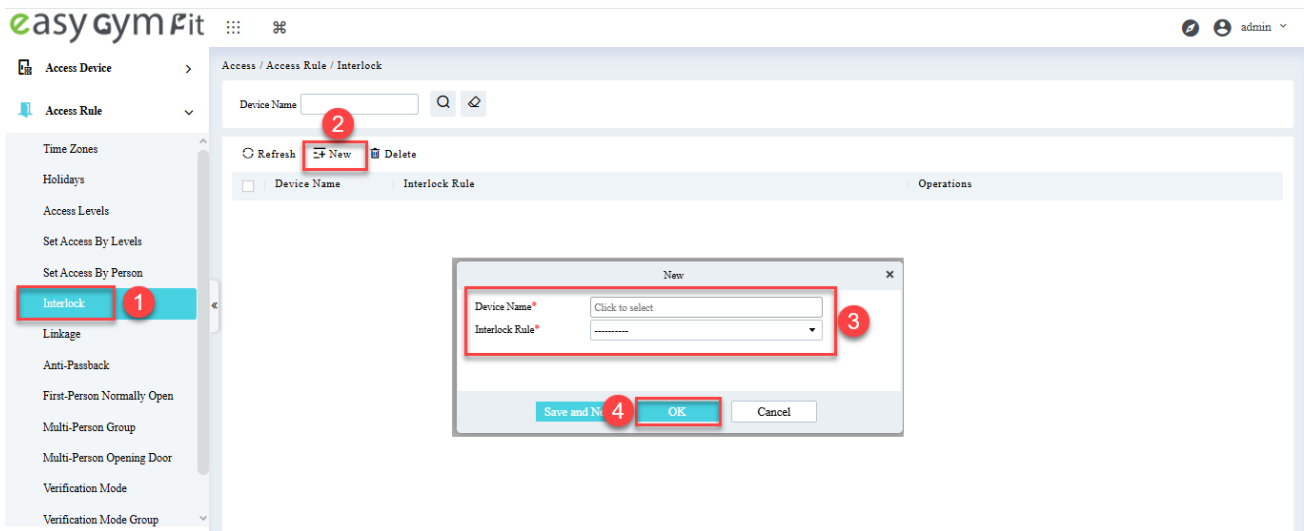
Interlock Settings vary with the number of doors controlled by the device:

**Single-door controller:** no interlock setting.

**Dual door controller:** 1-2 two door interlock Settings.

**Four-door controller:** 1-2 two-door interlock, 3-4 two-door interlock, 1-2-3 three-door interlock, 1-2-3-4 four-door interlock, 1-2 and 3-4 door interlock.

**Step 3:** Select the interlock rule, and click **OK** to complete the settings, as shown in figure below. The new interlock Settings are displayed in the list.



| Parameter      | Description                               |
|----------------|---|
| Device Name    | User can customize the name of the Device |
| Interlock Rule | Select the configured interlock rule.     |

## Delete

Select interlock, click **Delete**, and click **OK** to delete the interlock.

## 2.4.7 Linkage

The use method and scenario of linkage are flexible. After a specific event is triggered by an input point in the **Access Control** system, a linkage action will be generated at the specified output point to control events such as verification opening, alarm and abnormality in the system.

This section describes how to add Step to the linkage effect in Easy Gym Fit.

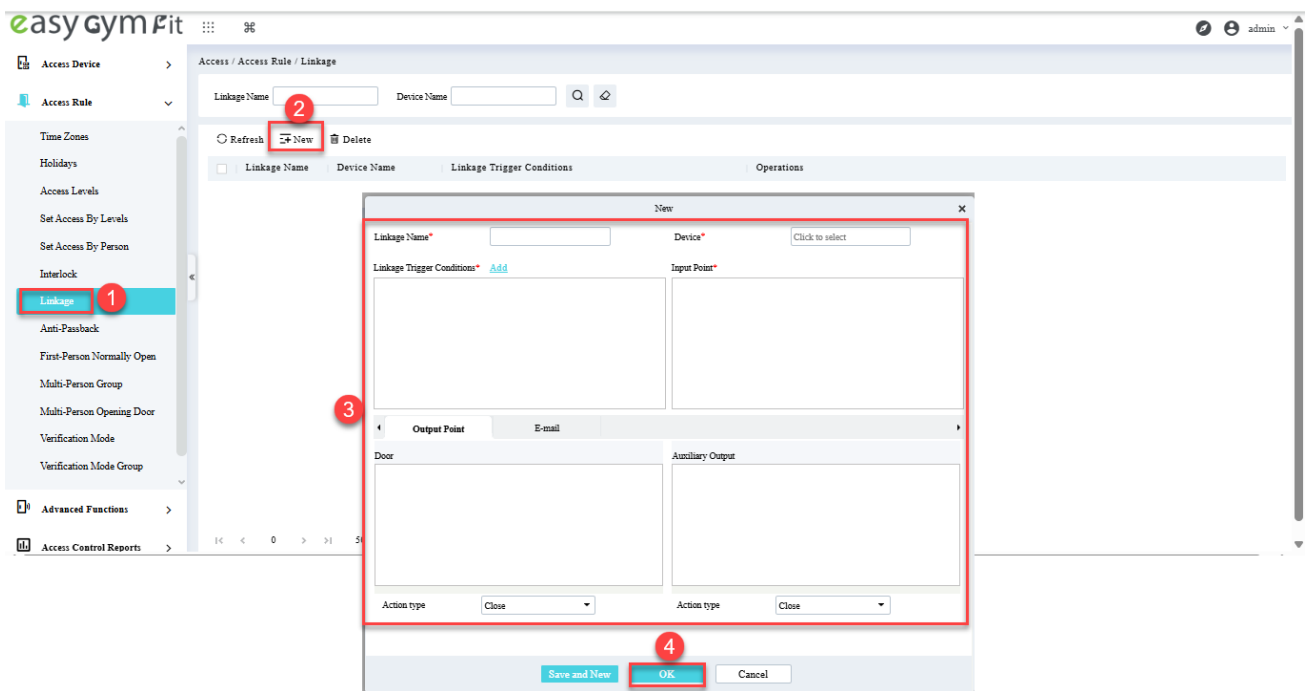
### Add (New)

#### The Premise Conditions:

Before adding a linkage configuration, perform the following operations:



**Step 1:** Add Settings for binding cameras to access control devices, input points, output points, and read heads.



**Step 2: Optional:** In the System Management module, choose System Management > Mail Management to set the sender server. The step of setting the sender server is as follows:

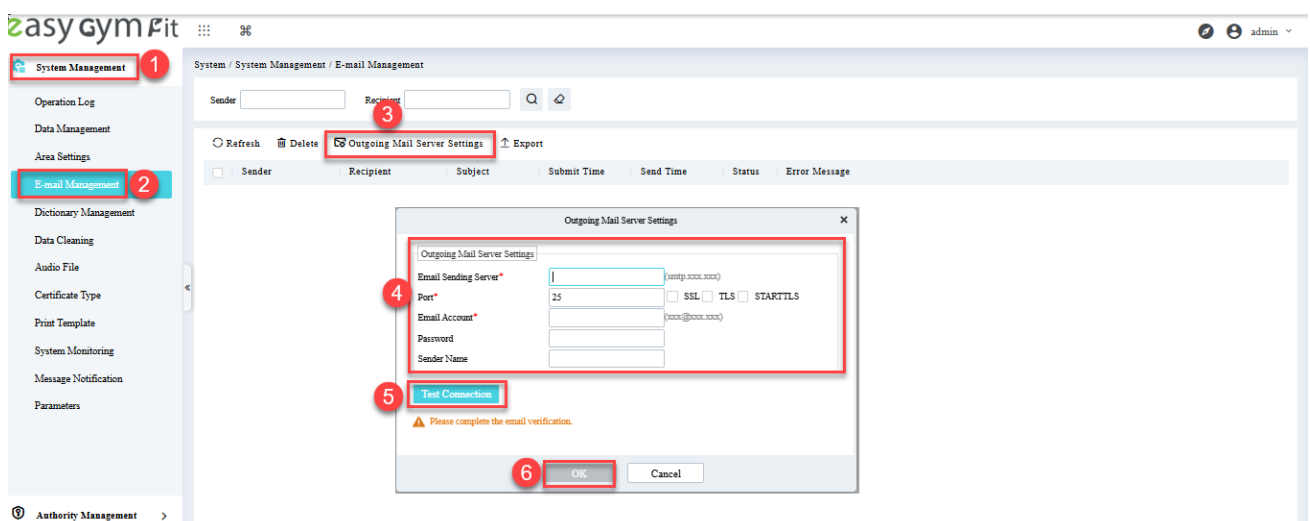
In the System Management module, choose **system Management > Mail Management**.

Click **Sender Server Settings** to pop up the sender server Settings interface.

On the Sender server Settings screen, set parameters as required, as shown in figure below. For parameter Settings.

After setting up, click **Test connection** to receive the email, indicating that the test has passed.

**Step 3:** Click OK to finish setting email parameters.

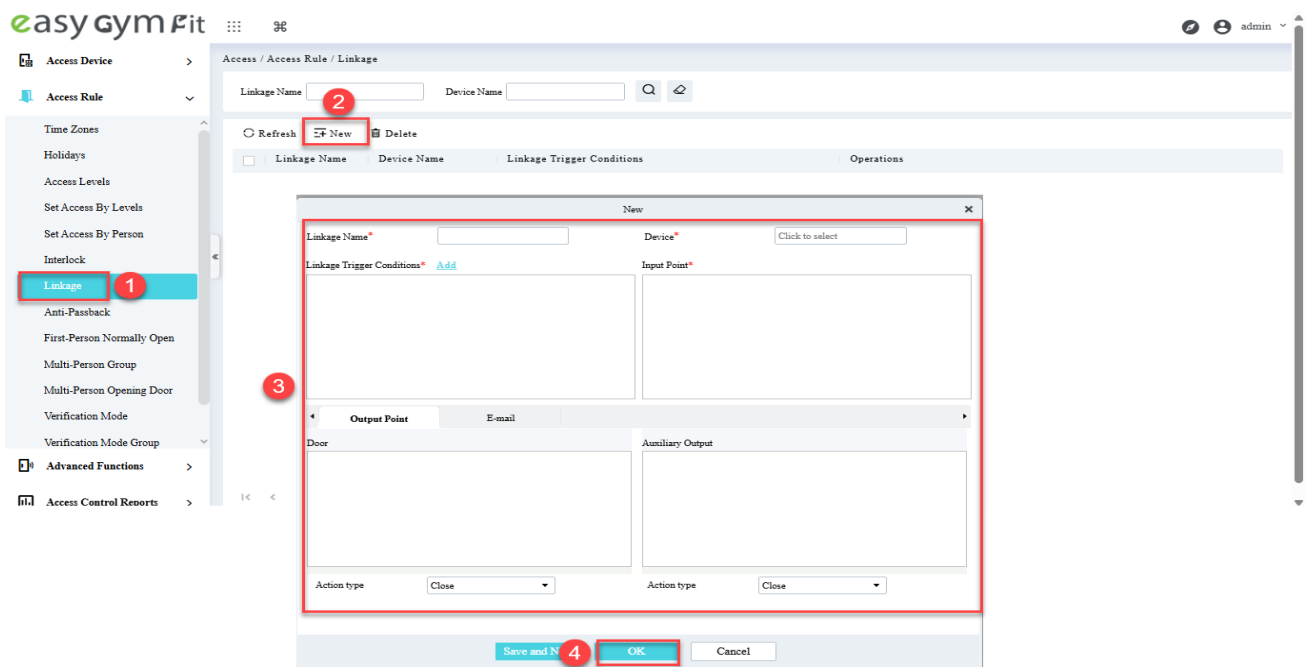


| Parameter                   | Description  |
|-----------------------------|--|
| Email server address/port   | Users can customize the email server address and port.<br>The email products that provide the SMTP server can be used. |
| Email username and password | Enter the user's name and password for the mailbox.  |
| Name of sender              | Sets the name of the sender on the received message.   |

## Operation Steps

**Step 1:** In the Access module, choose **Access Control > Linkage**.

**Step 2:** On the linkage setting screen, click **Add**, as shown in the figure below, and see the tables that refer to the linkage parameters.



| Parameter                     | Description  |
|-------------------------------|--|
| Linkage Name                  | User can customize the linkage name for easy query.  |
| Device                        | Custom Select an added access control device.  |
| Linkage Trigger Conditions    | Select the condition triggered by the linkage Operation, that is, the event type generated by the selected device.                         |
| Input Point                   | Select the input point to set device input.  |
| Output Point                  | Select the output point to set device output.  |
| Linkage Action Setting        | User can set the linkage action, including Operation, video linkage, and email. Table 3-3 describes the configurations of the three modes. |
| The Output Point of Operation | Set the output action type: close, open, normally open.<br>Sets the delay time if the output action is on.                                 |
| Video Linkage                 | Pop-up video and display duration: Select pop-up video on the real-  |

|           |  |
|-----------|--|
|           | time monitoring screen and set the pop-up duration.<br>Video recording and Video Duration: Select Video recording to set the video duration.<br>Capture: Set linkage action whether to take a photo: If a photo is taken, user also needs to set whether to pop up on the real-time monitoring interface and the display duration. |
| E-Mail    | Set the email address that receives the linkage content when a linkage event occurs.   |
| Intrusion | Configure the action of arming an area after an event is triggered   |
| Send SMS  | Configure the recipient of the SMS when the event is triggered   |
| Line      | Configure the recipient of the Line when the event is triggered  |
| WhatsApp  | Configure the recipient of WhatsApp when the event is triggered  |

**Step 3:** Click **OK** to complete the linkage configuration.

## Delete

Select linkage, click **Delete**, and click **OK** to delete the linkage.

## 2.4.8 Anti-Passback

Some occasions require the personnel that brush card to verify, brush card to come in from a door must brush card to go out from another door, brush card record must enter a strict correspondence. This function can be used when users enable it in the settings. It is generally used in special units, scientific research, bank vaults and other occasions.

This section describes the Step of adding the Anti-Passback effect in Easy Gym Fit.

### Add (New)

#### Operation Steps

**Step 1:** In the Access Control module, choose **Access Control > Anti-Passback** and click **New**.

**Step 2:** Select the specified device.

#### Instructions:

When user adds an Anti-Passback device, the configured Anti-Passback device is not displayed in the device list. After the antisubmarine information is deleted, the device returns to the device list.

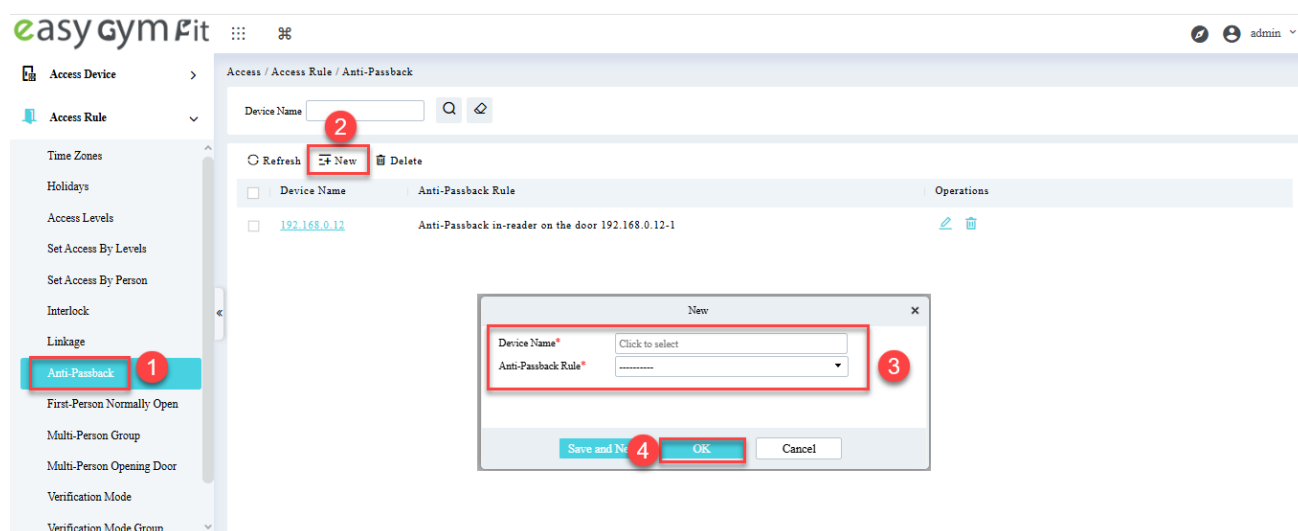
The Anti-Passback setting varies with the number of gates controlled by the equipment:

Anti-Passback setting of single door controller: Anti-Passback between readers

Two controllers: door 1 Anti-Passback between readers, door 2 Anti-Passback between readers, door 1 and door 2 Anti-Passback

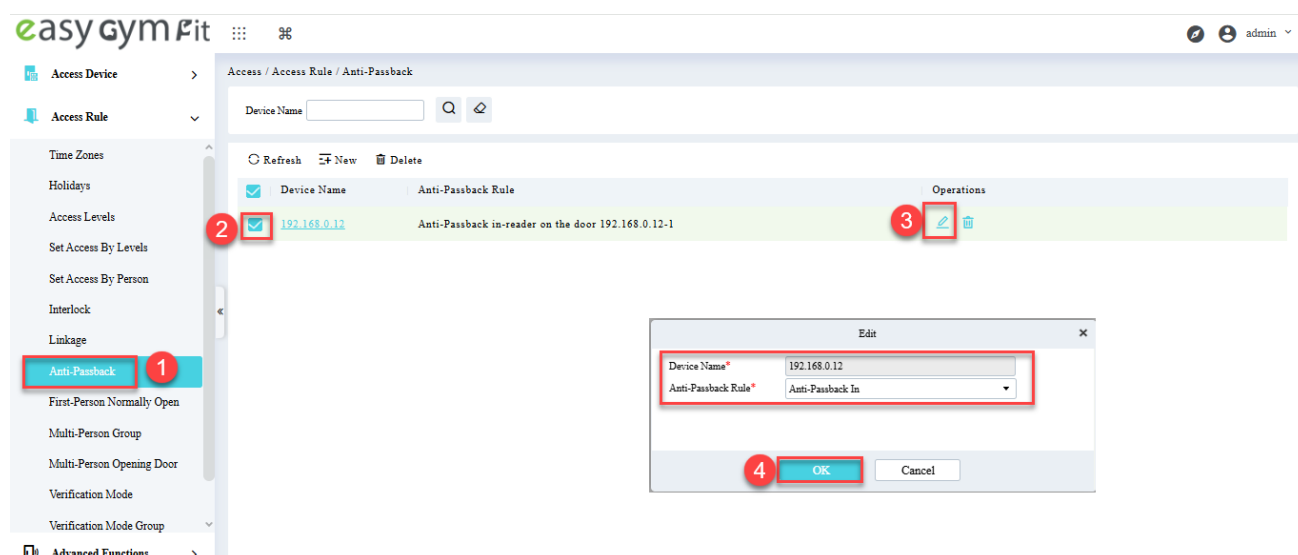
Four door controllers: door 1 and door 2 Anti-Passback, door 3 and door 4 Anti-Passback, door 1/ door 2 and door 3/ door 4 Anti-Passback, door 1 and door 2/ door 3/ door 4 Anti-Passback, door 1 and door 2/ door 3/ door 4 Anti-Passback reader

**Step 3:** Select the Anti-Passback rule and click **OK** to complete the settings. The new Anti-Passback Settings are displayed in the list.



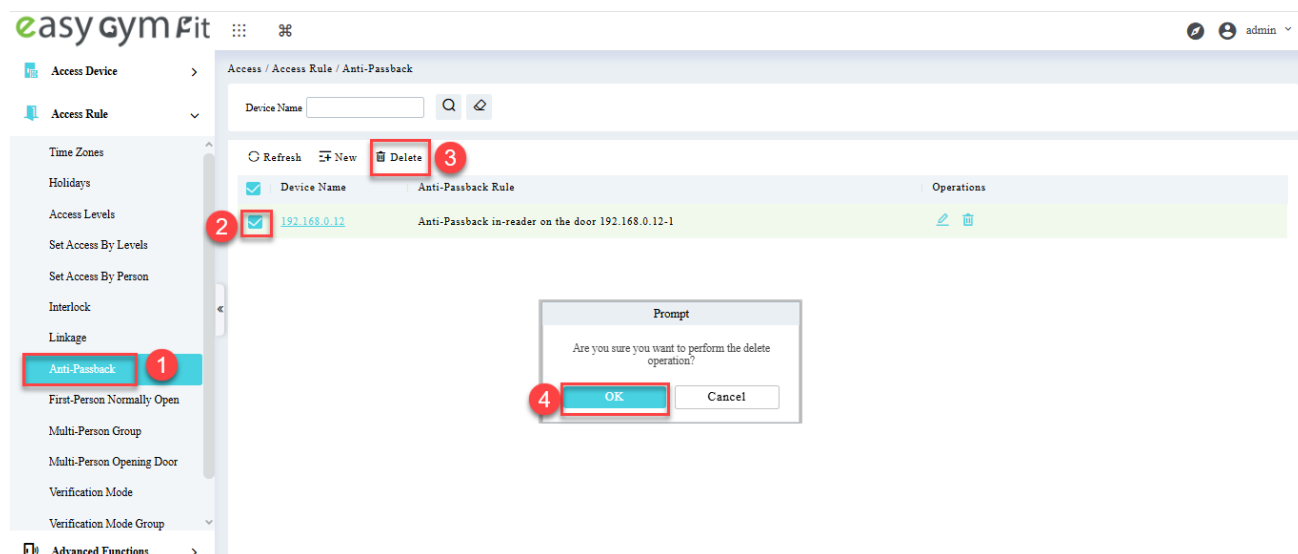
## Edit

Select device, click **Edit**, and click **OK** to edit the device details.



## Delete

Select device, click **Delete**, and click **OK** to delete the device.



### 2.4.9 The First-Person Normally Open

In the specified period, after the verification of the first person with normally open permission, the door normally opens, the end of the valid period of the door automatically closed.

This section describes how to add Step in Easy Gym Fit.

#### The Premise Conditions:

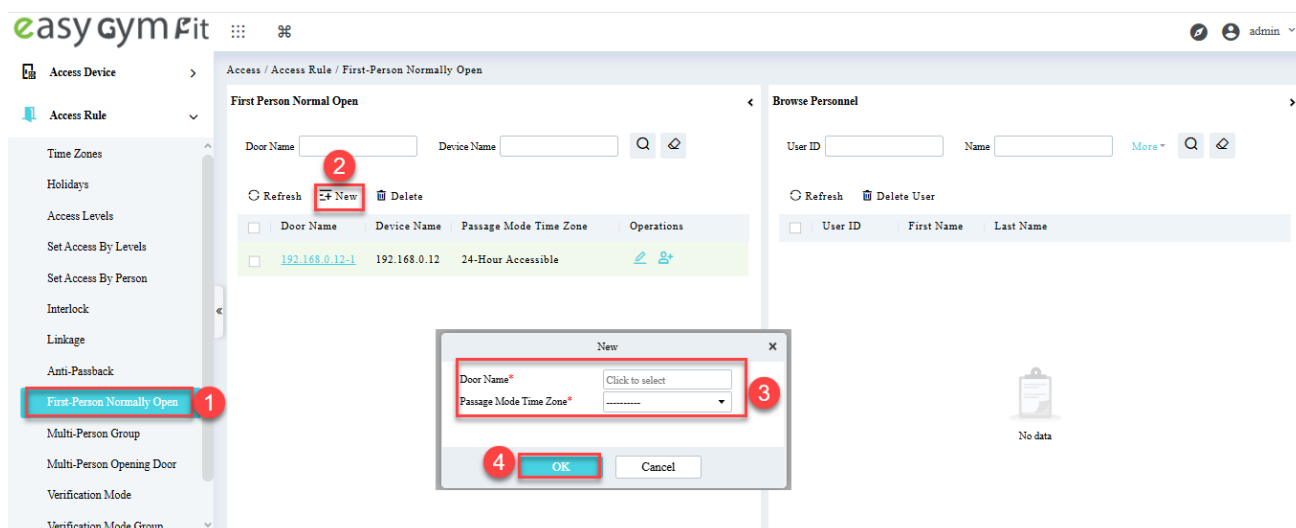
The time range has been set for the Access Control module.

#### Add (New)

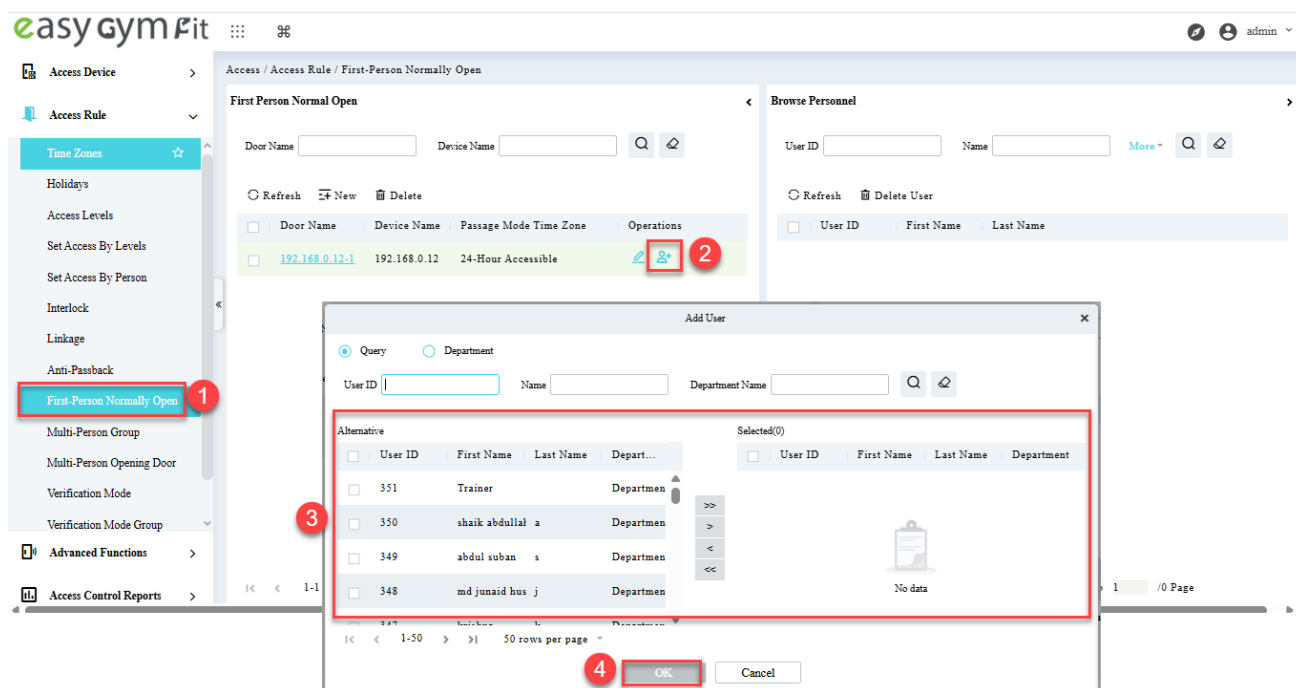
##### Operation Steps

**Step 1:** In the Access Control module, choose **Access Control** > **First person normally Open** and click **New**.

**Step 2:** Select the specified device, add Settings for the specified door, and select the normally open time period, and click **OK**, as shown in figure below.



**Step 3:** Click **Add People** on the interface of opening of the first person. After adding people, click **OK** to complete the setting of "opening of the first person".



## Edit

Select personnel ID, click **Edit**, and click **OK** to edit the personnel ID details.

The screenshot shows the 'easyGymFit' interface. On the left sidebar, 'First-Person Normally Open' is selected (1). In the central 'First Person Normal Open' section, a table lists access rules. The first rule is selected (2). An 'Edit' dialog box is open, showing the details of the selected rule (3). The 'OK' button in the dialog box is highlighted (4). The 'Browse Personnel' section on the right shows a list of users. The user with ID 307 is selected (5).

## Delete

Select personnel ID, click **Delete**, and click **OK** to delete the personnel ID.

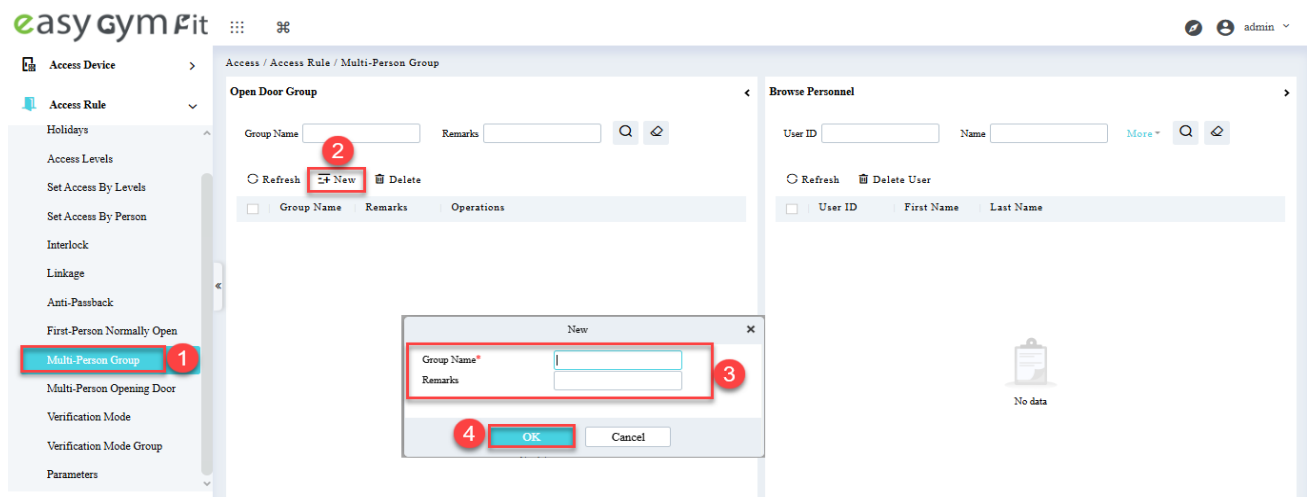
The screenshot shows the 'easyGymFit' interface. On the left sidebar, 'First-Person Normally Open' is selected (1). In the central 'First Person Normal Open' section, a table lists access rules. The first rule is selected (2). A 'Delete User' dialog box is open, asking 'Are you sure you want to perform the delete operation?' (3). The 'OK' button in the dialog box is highlighted (4). The 'Browse Personnel' section on the right shows a list of users. The user with ID 307 is selected (5).

## 2.4.10 Multi-Person Group

The door will open only after the consecutive verification of multiple people. Any person verifying outside of this combination (even if the person belongs to other valid combination) will interrupt the procedure and user need to wait 10 seconds to restart verification. It will not open by verification by only one of the combinations.

### Add (New)

**Step 1:** Click Access Rule > Multi-Person Group > New to access the following edit interface:



**Group Name:** Any combination of up to 30 characters that cannot be identical to an existing group name.

After editing, click OK to save and return. The added Multi-Person Personnel Group will appear in the list.

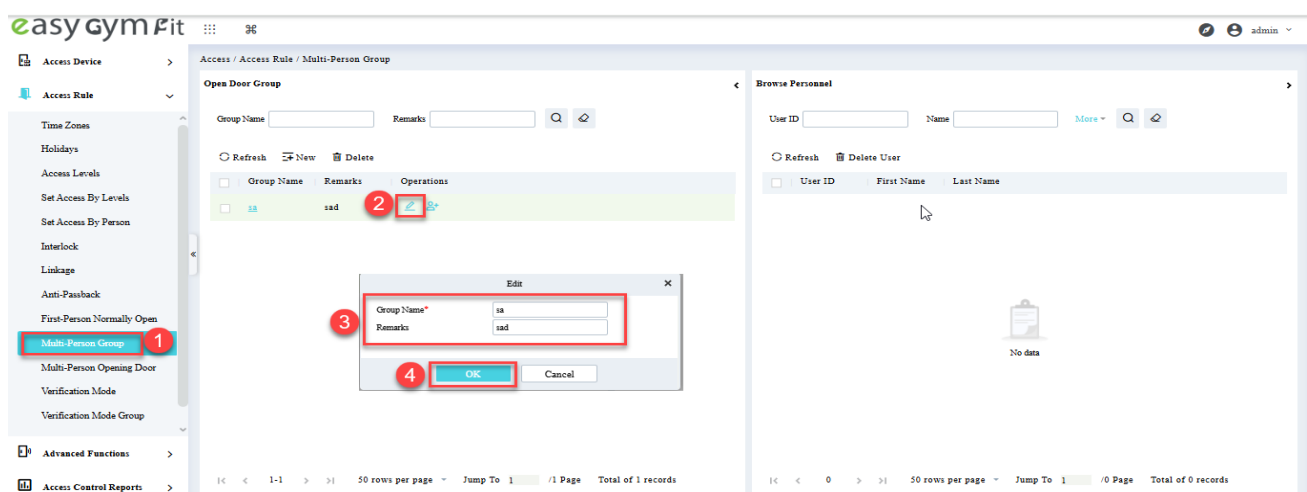
**Step 2:** Click Add personnel under Related Operations to add personnel to the group.

**Step 3:** After selecting and adding personnel, click OK to save and return.

**Note:** A person can only be grouped into one group.

### Edit

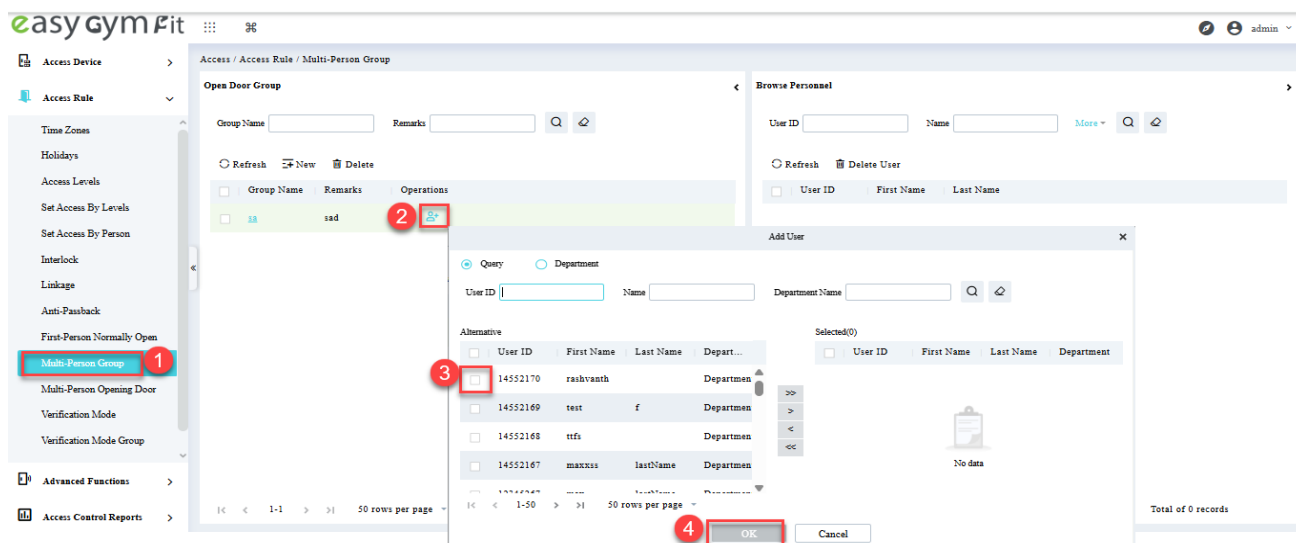
Click Access Rule > Multi-Person Group > Edit after selecting the required section in the interface.





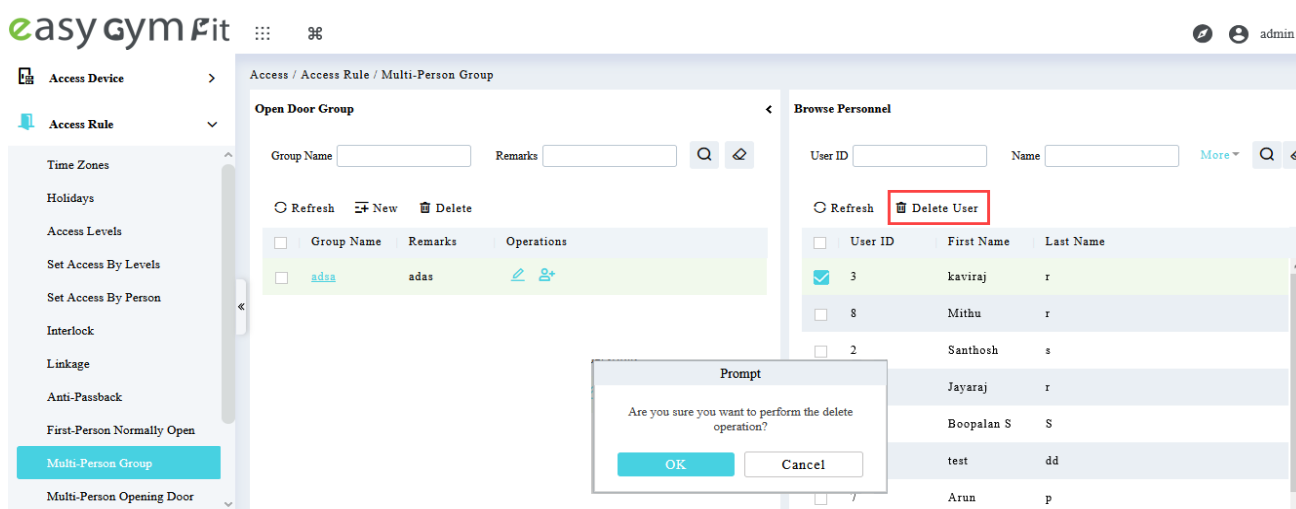
## Add Personnel

Click Access Rule > Multi-Person Group > Add Personnel after selecting the required section in the interface.



## Delete

Click Access Rule > Multi-Person Group > Delete after selecting the required section in the interface.



### 2.4.11 Multi-People Open the Door

In a specific scenario, it is necessary for more than one person to be present at the same time to verify their identity before they can open the door through permission verification.

#### Instructions:

1. In an application scenario where multiple users are required to verify their identities before opening the door, the authentication process is limited to N (no more than 5) by grouping people into groups.
2. In practice, if all the personnel to be verified are of the same type or level, it can be verified by multiple people in a single group. If there are different categories or levels of personnel, user can set a certain number of personnel in each group to achieve verification.
3. Before the multi-party door verification rule is reached, if the verification fails during the process, wait 10 seconds for the verification again.

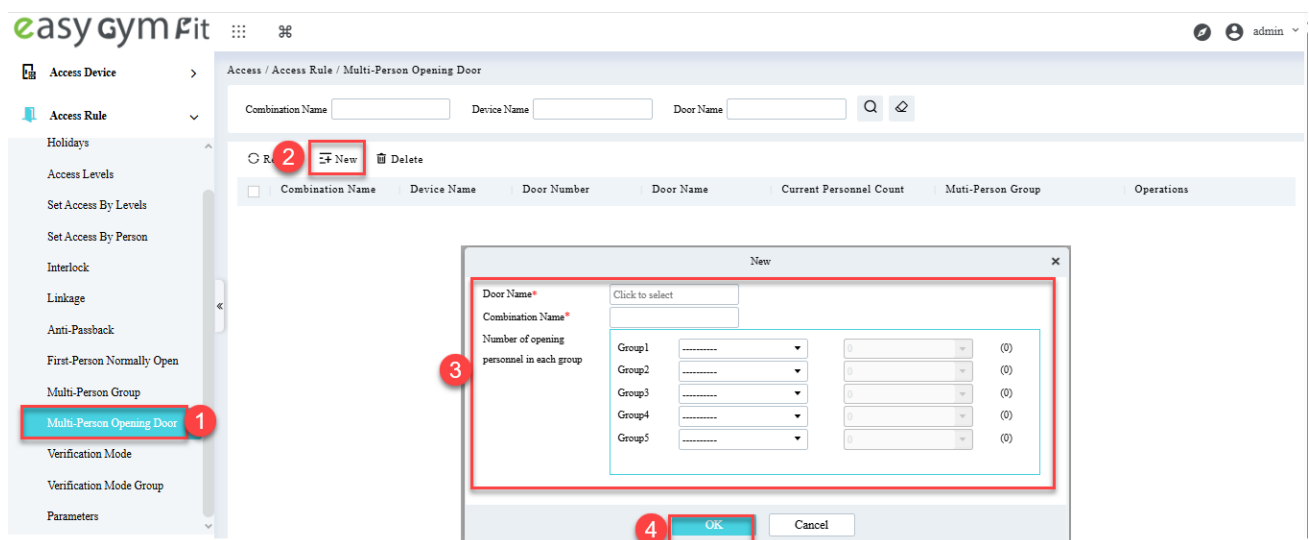
#### Add (New)

**Step 1:** In the **Access Control** module, choose **Access Rule > Multiple Door Opening Personnel Group** and click **New**. After filling in the corresponding parameters, click **OK** to save the settings.

**Step 2:** Click **Add Personnel** on the right of the list of created multi-person door opening personnel, select the personnel to be added to the group in the pop-up function, and click **OK** to save the settings.

**Step 3:** In the multi-person door opening interface, click **Add**, set permissions for multi-person door opening personnel group.

**Step 4:** On the page for adding multiple door users, select the specified door, group information for multiple door users, and the number of verification personnel for each group, and click **OK** to save the settings.



**Step 5:** In the **Access Control** module, choose **Access Rule > Authentication Mode Rule** and click **Add** to set the access control authentication rule for the corresponding period.

**Step 6:** Click **Add Door** on the right of the created authentication mode rule, select a door, and set the authentication mode rule for the door.

**Step 7:** click **OK** to save the settings.

## Delete

Click **Access Rule > Multi-Person Opening Door > Delete** after selecting the required section in the interface.

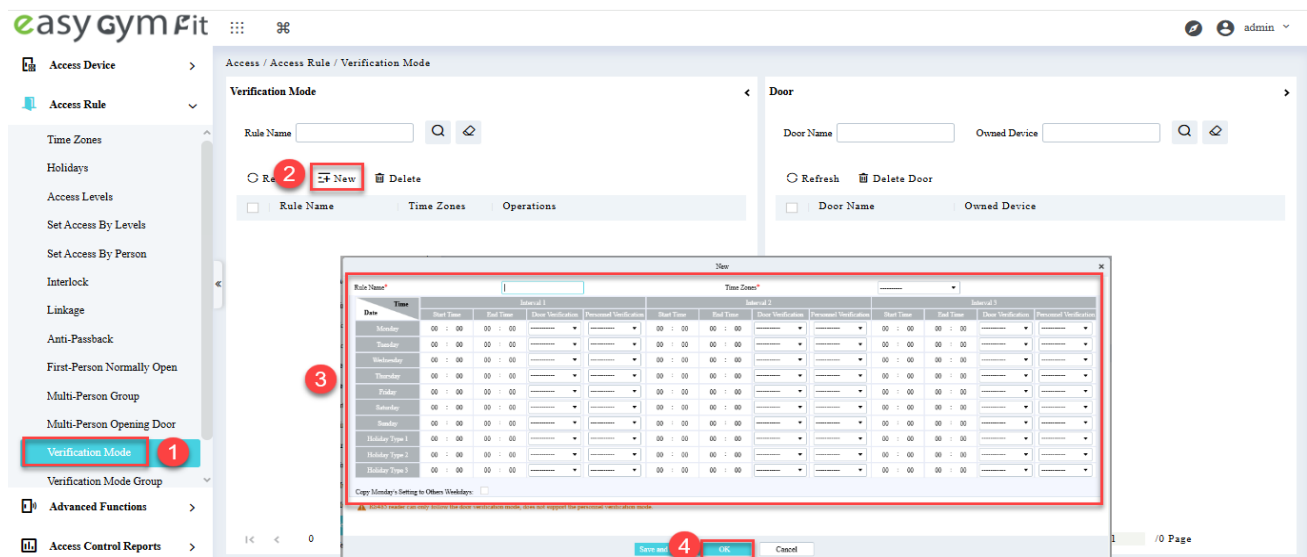
## 2.4.12 Verification Mode

### Verification Mode:

User can set verification modes for doors and personnel separately in a specified time segment.

### New

**Step 1:** Click Access Rule > Verification Mode > New to go to the page for adding a verification mode rule.



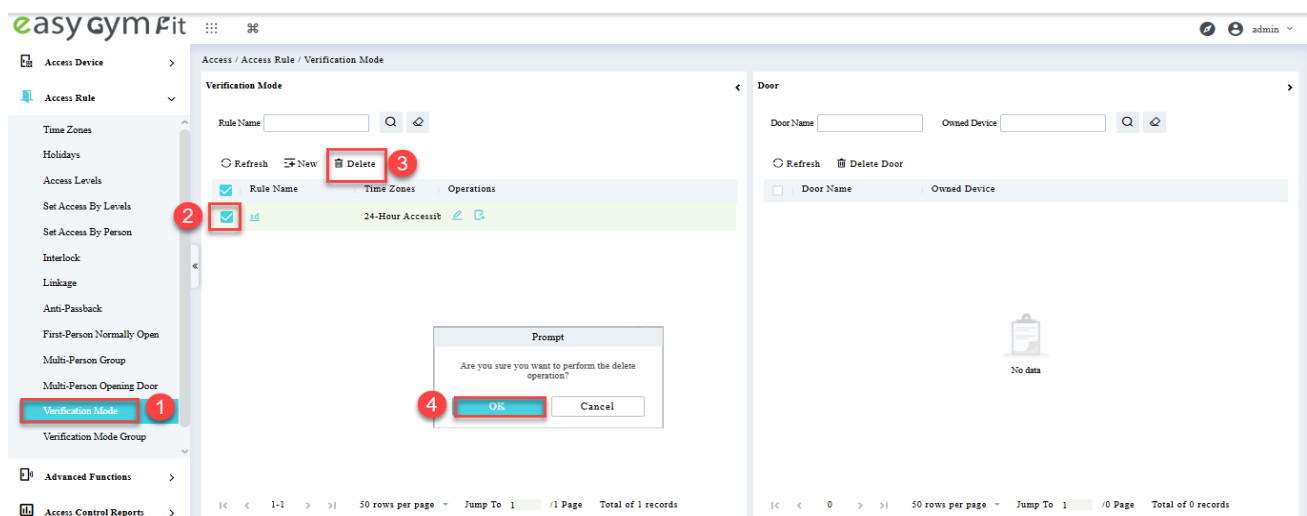
**Step 2:** Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.

**Step 3:** Click OK to finish the setting.

On the list page, user can add or delete doors in the verification mode rule.

### Delete

Click Access Rule > Zone > Verification Mode after selecting the required section in the interface. Then, click Delete. A pop-up message will appear; click OK to confirm the delete.



## Verification Mode Group

User can set verification modes for doors and personnel separately in a specified time segment.

## Operation Steps

**Step 1:** Click **Access Rule > Verification Mode > New** to go to the page for adding a verification mode rule.

The screenshot shows the 'New' configuration window for a verification mode rule. It includes a 'Rule Name' input field and a 'Time Zones' dropdown menu. The main part of the window is a table with columns for 'Date', 'Time', and three 'Interval' groups (Interval 1, Interval 2, Interval 3). Each interval group has sub-columns for 'Start Time', 'End Time', 'Door Verification', and 'Personnel Verification'. The rows represent different days of the week (Monday to Sunday) and holiday types (Holiday Type 1, 2, 3). At the bottom, there is a checkbox labeled 'Copy Monday's Setting to Others Weekdays:', a warning message 'RS485 reader can only follow the door verification mode, does not support the personnel verification mode.', and buttons for 'Save and New', 'OK', and 'Cancel'.

**Step 2:** Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.

**Step 3:** Click **OK** to finish the setting.

On the list page, user can add or delete doors in the verification mode rule.

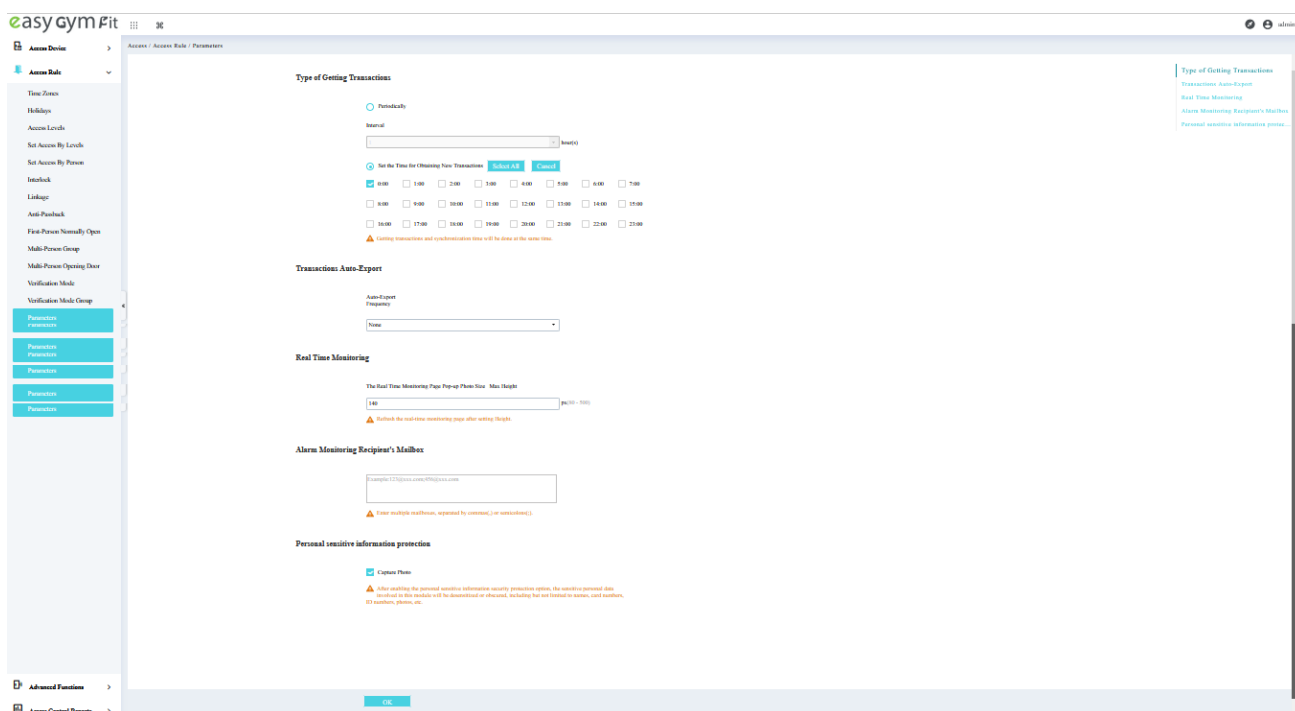
**Note:** If a rule includes the verification mode for personnel, user cannot select doors with the RS485 readers when adding doors. User can modify only the configuration on the reader setting page before adding doors.

## Verification Mode Group:

Set appropriate personnel for configured verification mode rule.

## Parameters

Click **Access Rule > Parameters** to enter the parameter setting interface:



## Type of Getting Transactions:

### Periodically

Start from the setting and efficient time, the system attempts to download new transactions every time interval.

### Set the Time for Obtaining New Transactions

The selected Time is up; the system will attempt to download new transactions automatically.

### Transaction Auto-Export

The user can choose the export frequency and the data to be exported each time. If the export frequency is selected as **By day**, user must set the time to export the data. User must also select the mode of export. It can be daily transactions or all the system data (30000 data units can be sent at a time). We can customize the data that we need to export from custom report 1 and custom report 2.

If the export frequency is selected as **By Month**, user must select the day to export the data. It can be the first day of the month or user can specify any particular date. Then select the export frequency as Daily Data or all System data. Finally, add the recipient's mail address to send the transaction data.

Transactions Auto-Export

Auto-Export Frequency  

None


## The Real Time Monitoring Page Pop-up Staff Photo Size

When an access control event occurs, the personnel photo will pop up. The size of pop photos shall be between 80 to 500 pixels.

**Real Time Monitoring**

The Real Time Monitoring Page Pop-up Photo Size Max Height

px(80 - 500)

 Refresh the real-time monitoring page after setting Height.

## Alarm Monitoring Recipient Mailbox

The system will send email to alarm monitoring recipient's mailbox if there is any event.

**Alarm Monitoring Recipient's Mailbox**

 Enter multiple mailboxes, separated by commas(,) or semicolons(;).

## Alarm Monitoring Recipient Mobile Number

The system will send alarm monitoring recipients to mobile if there is any event.

**Alarm Monitoring Recipient's Mobile Number**

 Enter multiple phone number, separated by commas(,) or semicolons(;).

## 2.5 Advanced Function

Advanced access control is optional. user must obtain permission to activate the advanced access control.

In addition to the global linkage function, enable the background authentication function first.

The access control area must be defined when advanced functions such as global Anti-Passback are used.

### 2.5.1 Zone

Divide areas and define access control areas. The access control area is reserved for advanced access control but not for system management.

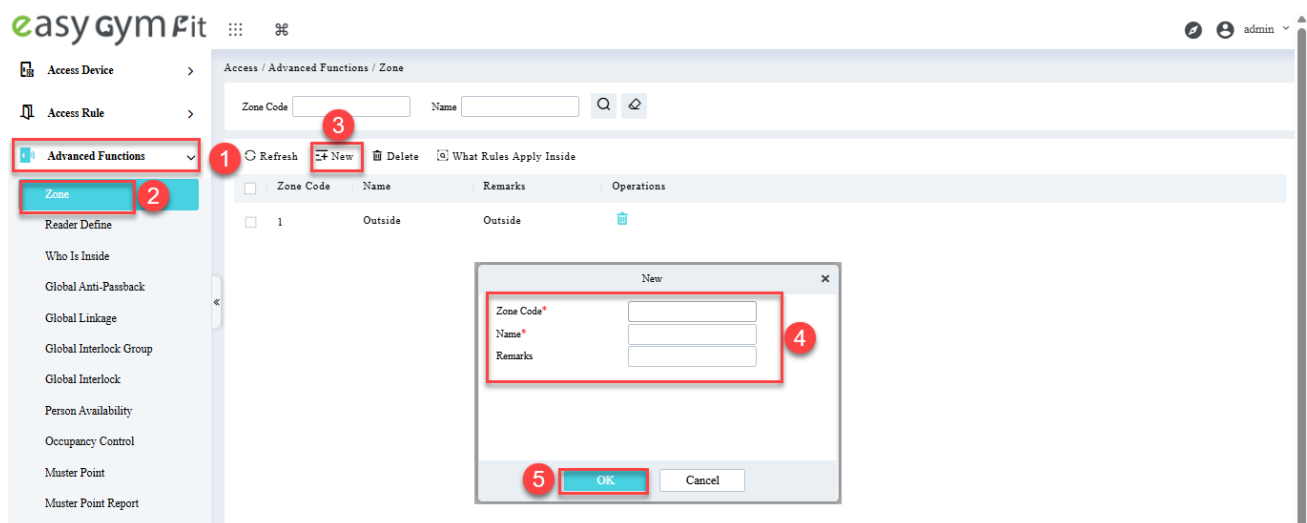
This section describes Step in Easy Gym Fit to add an access control area.

#### Add (New)

##### Operation Steps

Step 1: In the Access Control module, choose Advanced function > zone and click New.

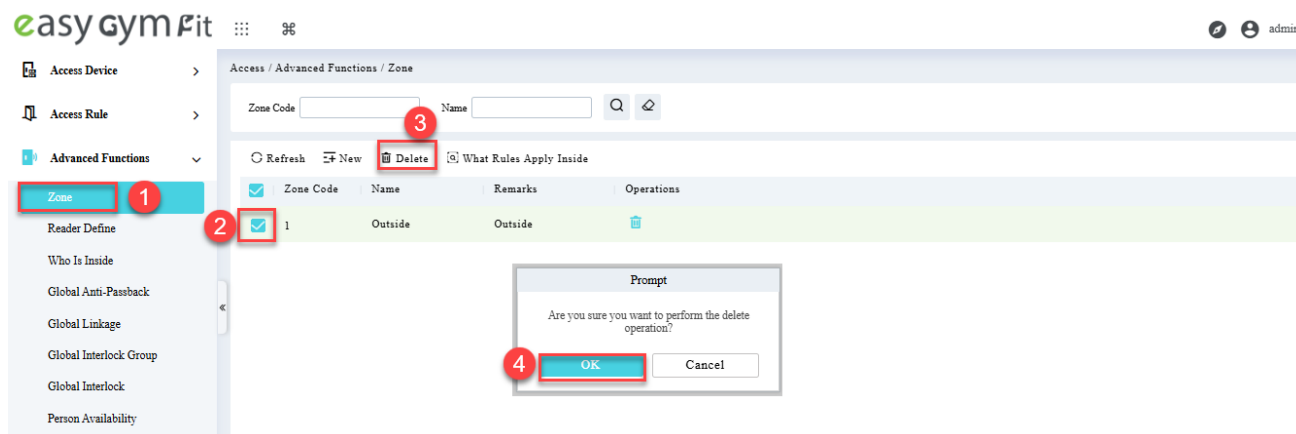
Step 2: On the page that is displayed, set related parameters, and click OK.





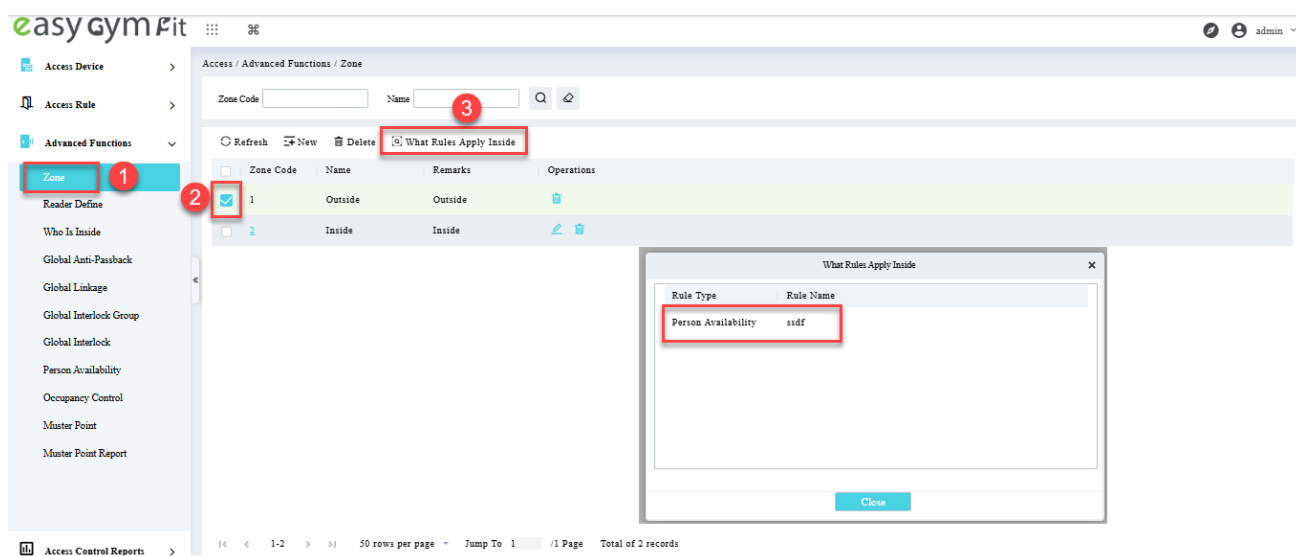
## Delete

Click **Advanced function > Zone > Delete** after selecting the required section in the interface.



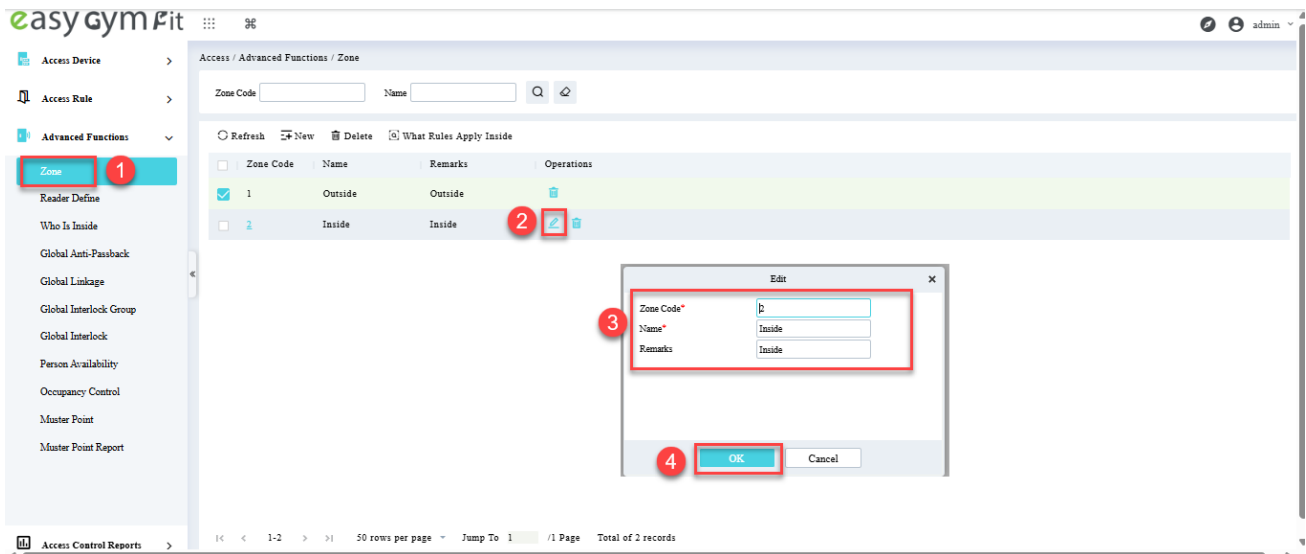
## What Rules Apply Inside

Click **What rules inside** after selecting the required section in the interface we can check the rules are applied for the particular zone.



## Edit

Click **Advanced function > Zone > Edit** icon enter the required details then click OK to update the details.



## 2.5.2 Reader Define

This function is configured based on the access control area. To use the global Anti-Passback function, user must define the read head.

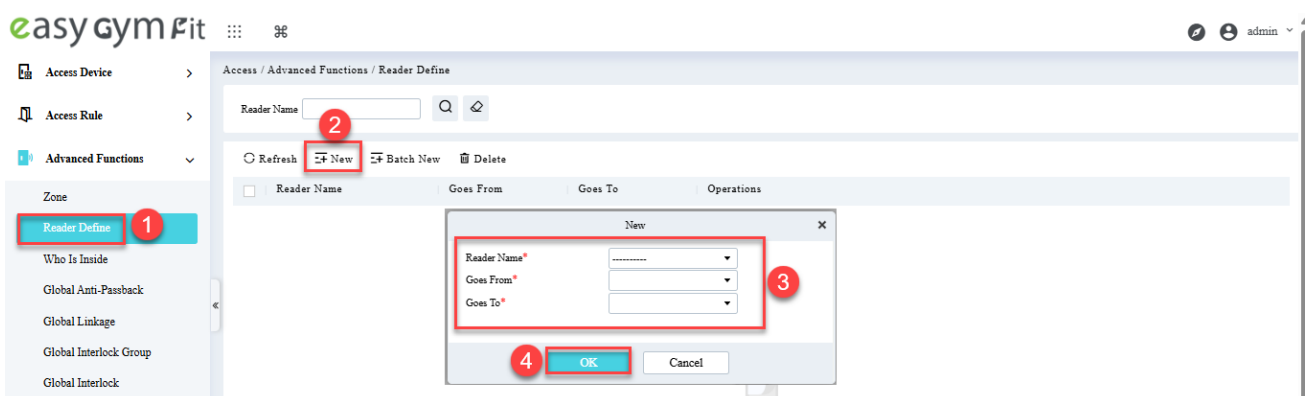
This section describes adding a Reader definition in Easy Gym Fit.

### Add (New)

#### Operation Steps

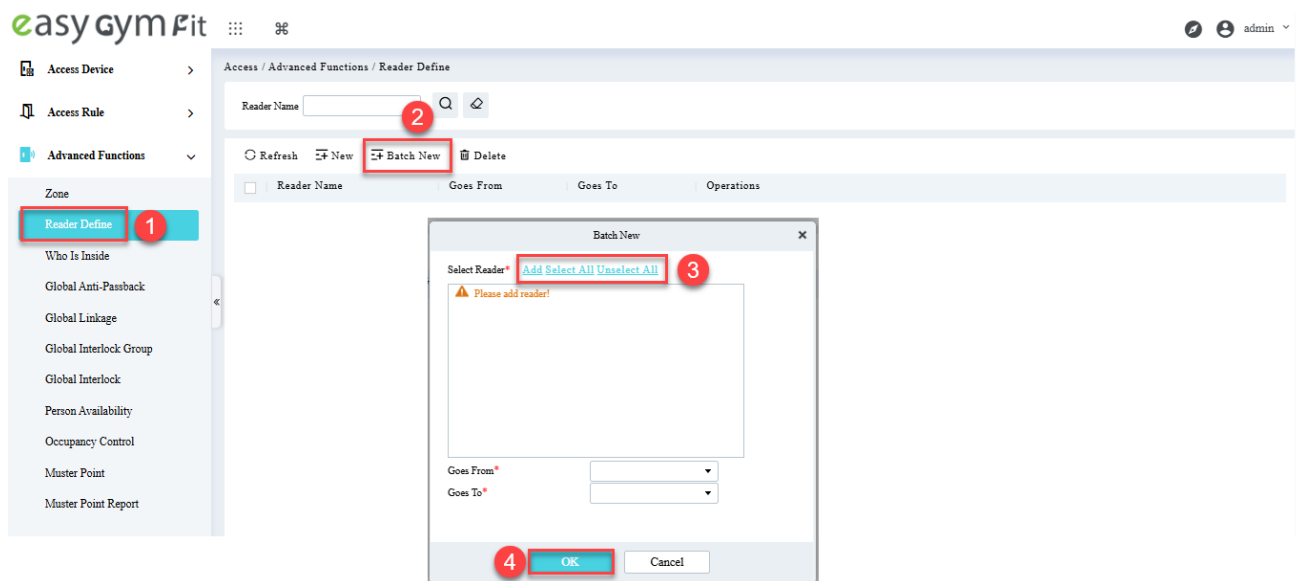
**Step 1:** In the Access Control module, choose **Advanced function > Reader Define** and click **New**.

**Step 2:** On the page that is displayed, set related parameters and click **OK**.

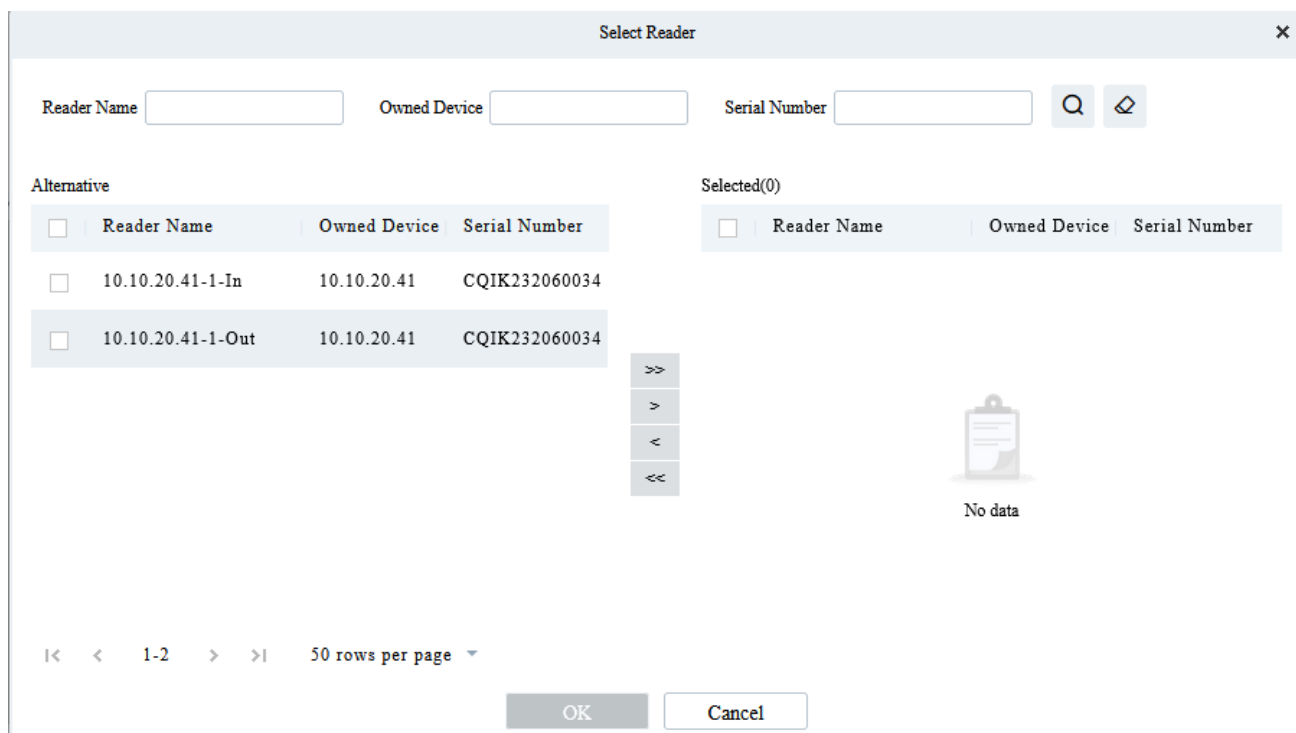


## Batch New

Step 1: Click Advanced Functions > Reader Define > Batch New to enter the batch add interface:

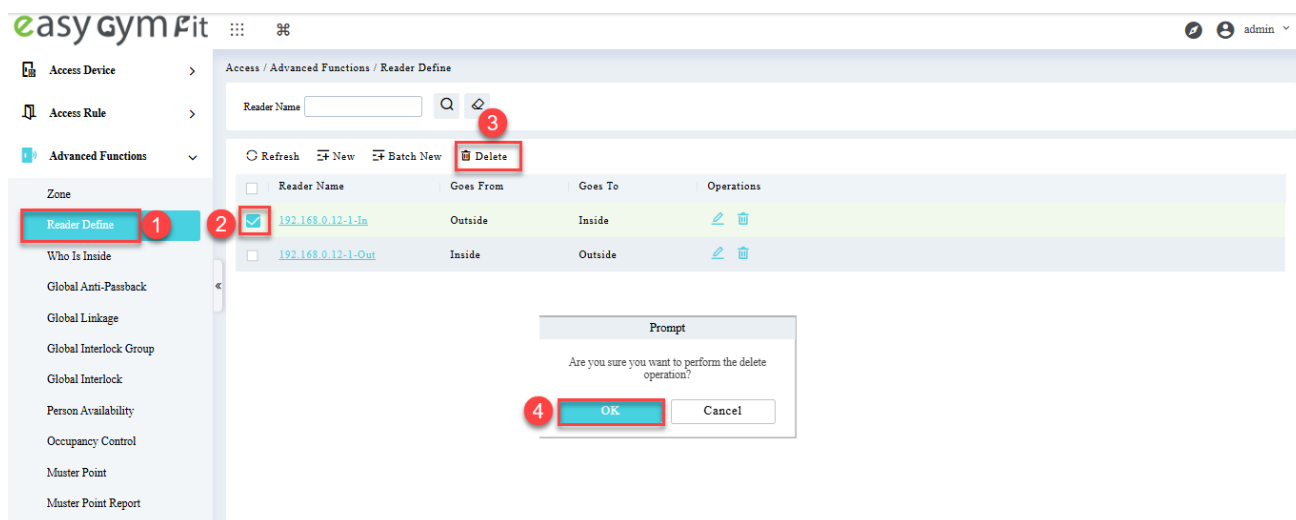


Step 2: Click Add, select Reader(s) and move towards right and click OK.



## Delete

In the **Access > Advanced Functions > Reader Define**, click **Delete** button under Operations. Click **OK** to delete.



### 2.5.3 Who Is Inside?

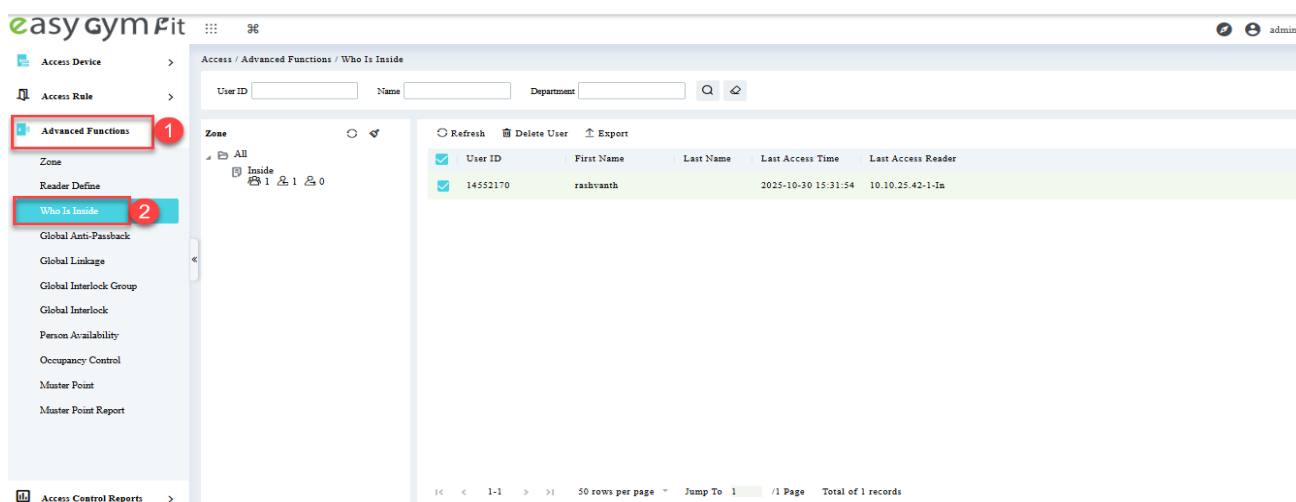
After entering the access control area, users can use this function to view the personnel in the access control area. User can choose the access control area tree to view the personnel in the corresponding access control area.

This section describes how to view the steps of people in a region in Easy Gym Fit.

## Operation Steps

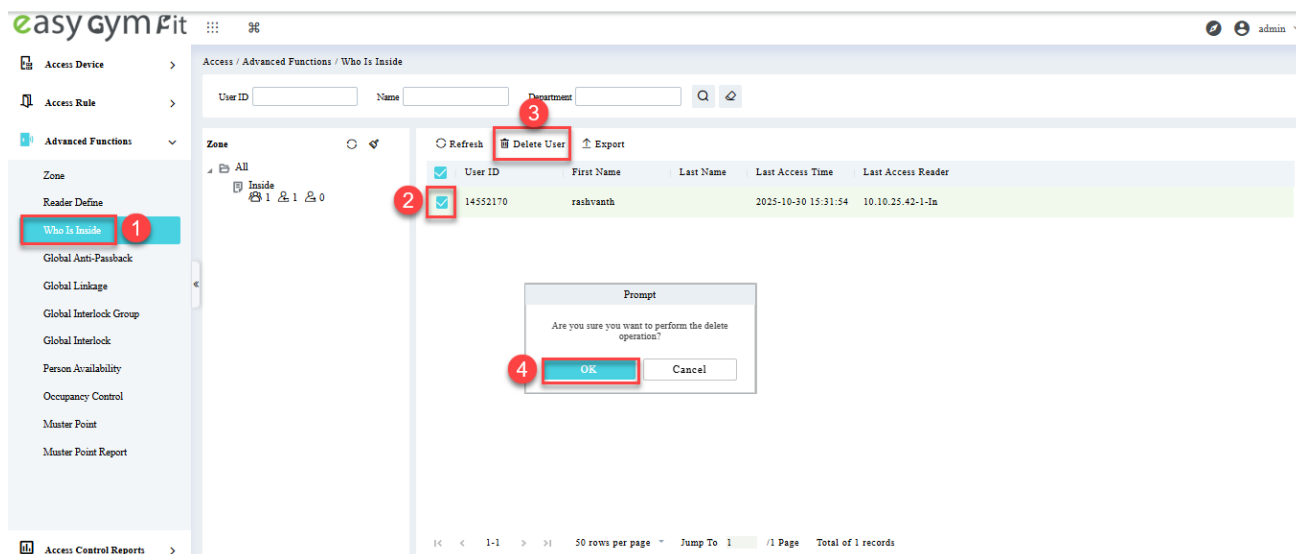
**Step 1:** In the Access module, choose **Advanced Function > View Personnel in the Area**.

**Step 2:** On the page for viewing personnel in a region, user can select the area on the left to view and delete personnel in the area, as shown in figure below.



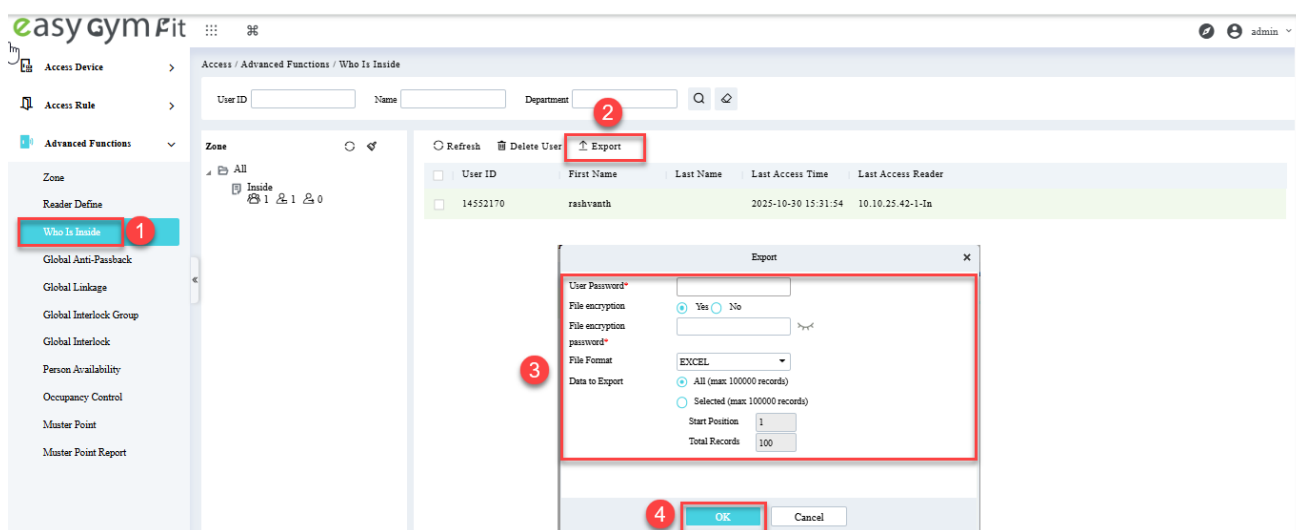
## Delete Personnel

Select personnel ID, click **Delete**, and click **OK** to delete the level name.



## Export

Device information can be exported in EXCEL, PDF, and CSV file format.



### ZKTECO

#### Device

| Device Name    | Serial Number | Area Name | Communication Type | Network Connection Mode | IP Address     | RS485 Parameter | Enable | Device Model | Register device | Firmware Version                 |
|----------------|---------------|-----------|--------------------|-------------------------|----------------|-----------------|--------|--------------|-----------------|----------------------------------|
| 192.168.218.60 | 20100501999   | Area Name | HTTP               | Wired                   | 192.168.218.60 |                 | Enable | C3-400Pro    |                 | AC Ver 4.7.7.3033<br>Jun 16 2017 |

## 2.5.4 Global Anti-Passback

Global Anti-Passback Settings can be carried out across devices, and only push devices support global Anti-Passback functions. This function supports logical Anti-Passback, timed Anti-Passback and timed logical Anti-Passback, and can be configured for specific personnel.

This section describes the Step configuration of global Anti-Passback in Esay Gym Fit.

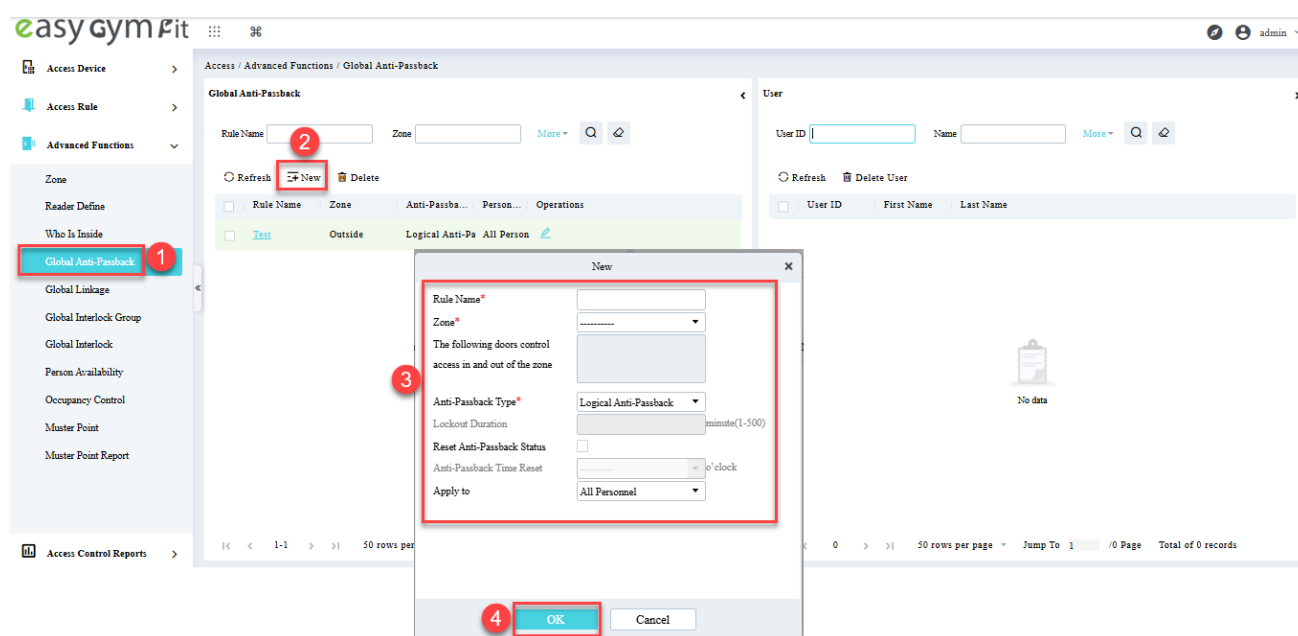
### The Premise Condition:

1. Background authentication has been enabled on the device.
2. Set the access control area and read head definition.

### Add (New)

### Operation Steps

**Step 1:** In the Access Control module, choose **Advanced Access Control > Global Anti-Passback** and Click **New**.

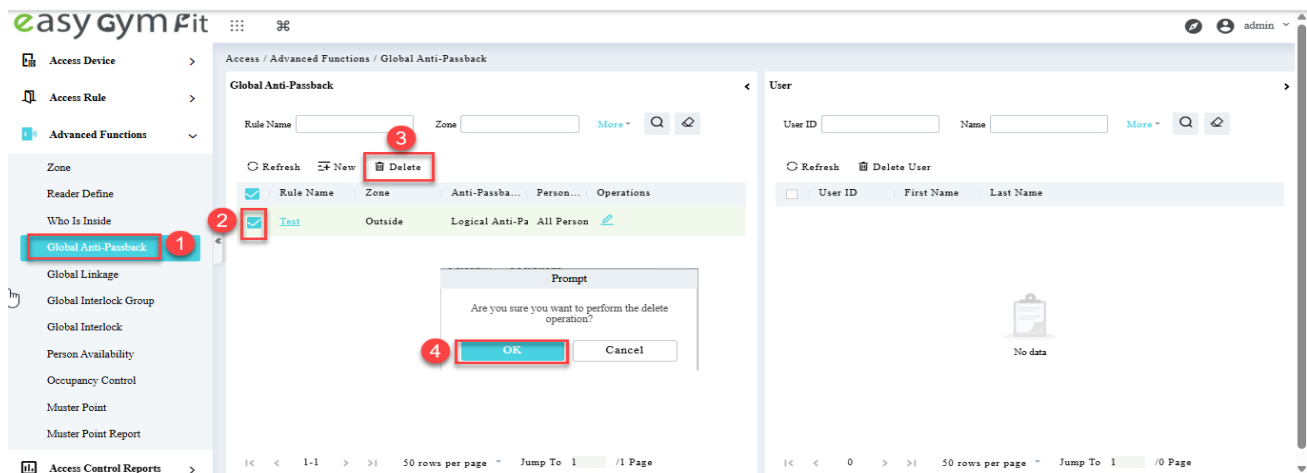


**Step 2:** On the page for adding global Anti-Passback Settings, set related parameters and click **OK**, as shown in figure below and parameter description, see the table below.

| Parameter  | Description  |
|--|--|
| Rule Name  | The value can contain a maximum of 30 characters.  |
| Zone   | Select an option from the access control area drop-down list box.  |
| The Door List Controls Access to The Access Control Area | The corresponding door information is displayed. The same gate shall not be used to control two independent Anti-Passback boundaries.  |
| Anti-Passback Type                                       | <p>It contains three types of Anti-Passback: logic Anti-Passback, timing Anti-Passback and timing logic Anti-Passback.</p> <p>instructions</p> <p>Logical Anti-Passback: strictly follow the "one in, one out" rule in the Anti-Passback area, otherwise the verification will not open</p> <p>Timed Anti-Passback: A user can enter the Anti-Passback area only once within a specified period of time. After the specified period expires, the user's status will be cleared, and the user can enter the Anti-Passback area again</p> <p>Timed logical Anti-Passback: the user can open the door normally only after following the exit and entry rules of logical Anti-Passback. Timing logic antisubmarine is only used in abnormal situations. For example: if the logical Anti-Passback time is set and the personnel follows others out, the personnel cannot swipe the card machine within the set locking time. The Anti-Passback state will be reset after the set locking time, and the traffic can continue.</p> |
| The Locking Time   | User can set the locking period only when user select timing Anti-Passback or logic Anti-Passback type.  |
| Reset Anti-Passback Status                               | Clear the Anti-Passback status of personnel in the system and restore the initialization status.   |
| Reset Anti-Passback Time                                 | <p>The reset time can be selected only when reset global Anti-Passback status is selected.</p> <p>When it is time to reset Anti-Passback, the system will automatically clear the Anti-Passback status of all personnel in the access control area.</p>  |
| Applied  | <p>All personnel, selected personnel, except selected personnel three types:</p> <p>instructions</p> <p>All personnel: This type can only be edited. Personnel selection is not supported</p> <p>Selected Personnel: If user selects this type, user can add personnel. This Anti-Passback type takes effect only for these personnel.</p> <p>Personnel other than selected: Select this type, add personnel, this Anti-Passback type will only take effect for personnel other than selected.</p>   |

## Delete

In the **Access > Advanced Functions > Global Anti-Passback**, click **Delete** button under Operations. Click **OK** to delete.



## 2.5.5 Global Linkage

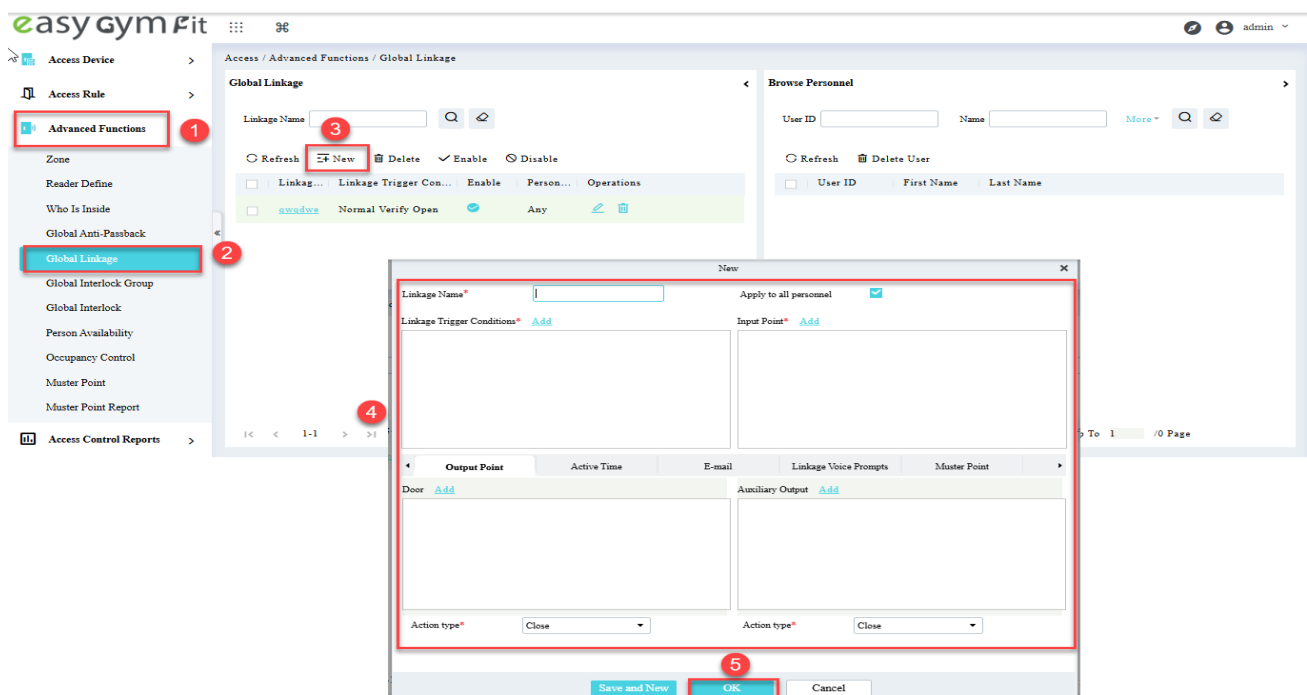
The global linkage function can be set across devices. Only push devices support the global linkage function.

This section describes how to configure Steps for global linkage in Esay Gym Fit.

### Add (New)

#### Operation Steps

**Step 1:** In the Access Control module, choose **Advanced Function > Global Linkage** and click **New**.





**Step 2:** On the page for adding global linkage, set related parameters and click **OK**, as shown in the figure below. Describes the parameter in the table below to complete global linkage Settings.

| Parameter                 | Description  |
|---------------------------|--|
| Linkage Name              | User can customize the linkage name for easy query.  |
| It Works for Everyone     | After this parameter is selected, the linkage Settings have effect on all personnel.                               |
| Linkage Trigger Condition | Select the condition triggered by the linkage Operation, that is, the event type generated by the selected device. |
| Input Point               | Select the input point to set device input.  |
| Door                      |  |
| Auxiliary Output          |  |

**Apply to all personnel:** If this option is selected, this linkage setting is effective for all personnel.

**Active Time:** Set the active time of the linkage setting.

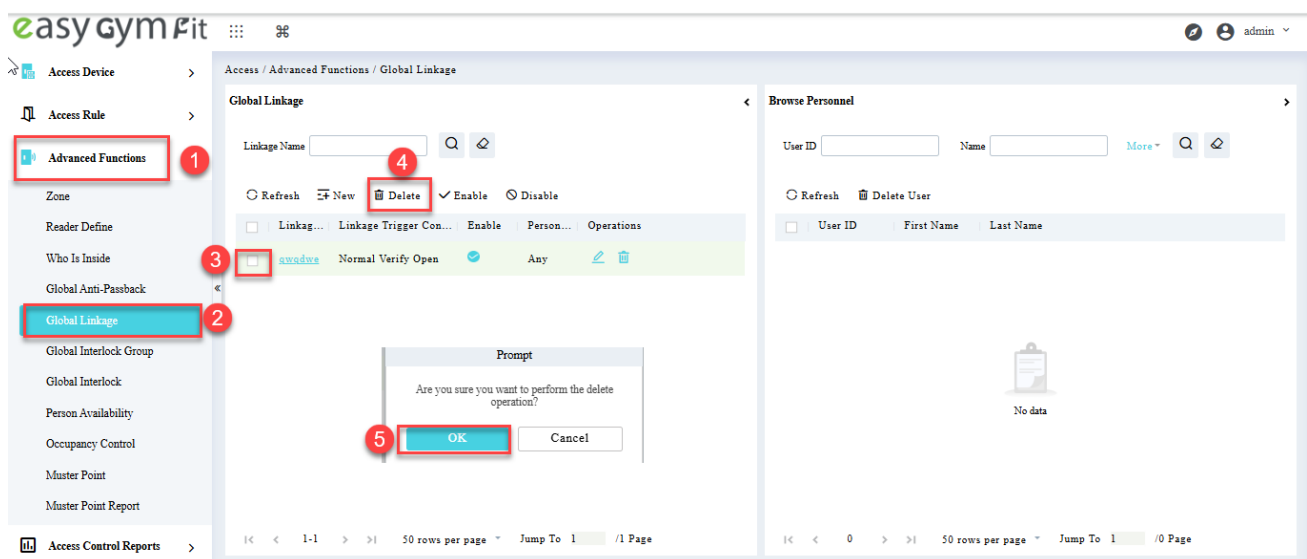
**Step 3:** Choose Global Linkage trigger conditions, the input point (System will filter devices according to the choice in first step) and the output point, Set up linkage action. For more details about these parameters, please refer to Linkage Setting.

**Note:** User can select multiple Door Events, but “Fail to connect server,” “Recover connection” and “Device connection off” will be filtered automatically from Door Event.

**Step 4:** Click **OK** to save and quit. The added Global Linkage will display in the list.

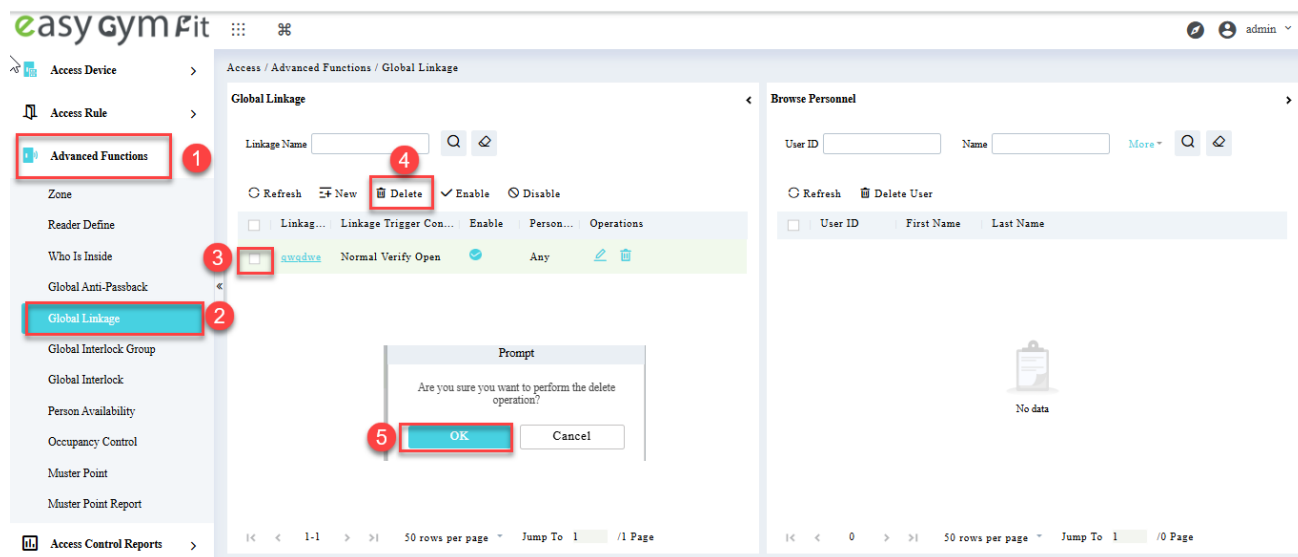
## Delete

In the **Access > Advanced Functions > Global Linkage**, click **Delete** button under Operations. Click **OK** to delete.



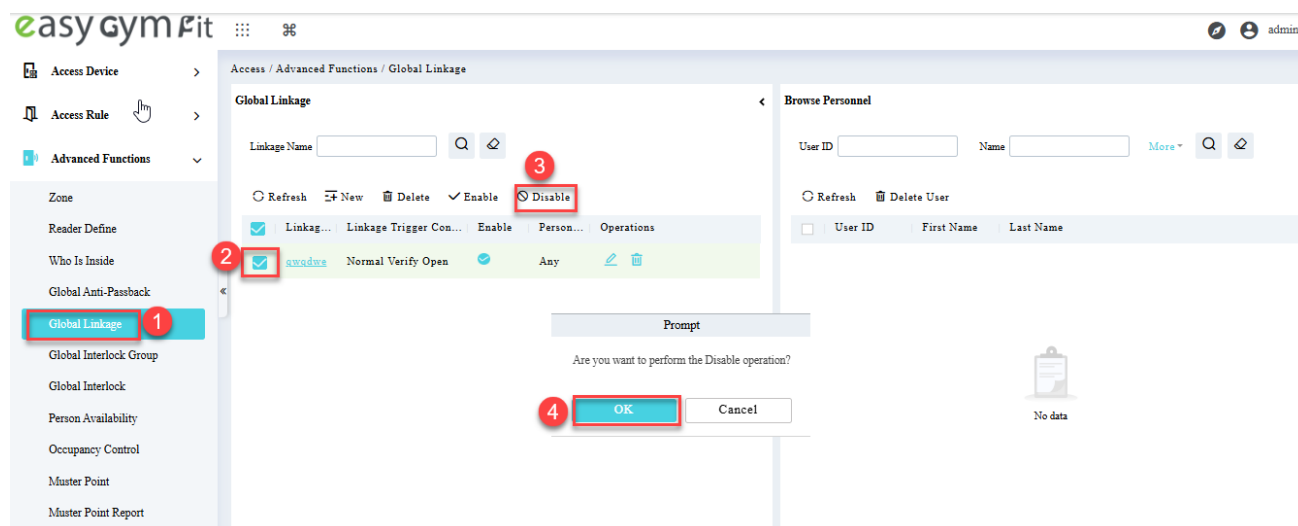
## Enable

After the device is enabled, the upload and download of data are enabled normally. (When the device is enabled, users can choose whether it is a registration device or not).



## Disable

After the device is disabled, the device is not allowed to upload and send data.



## 2.5.6 The Global Interlock Group

Global interlocking the global interlocking function can be set across devices. Only push devices support global interlocking. By setting the global interlock group to group doors, user can set global interlock.

This section describes the Step configuration of global interlock in Esay Gym Fit.

### The Premise Condition:

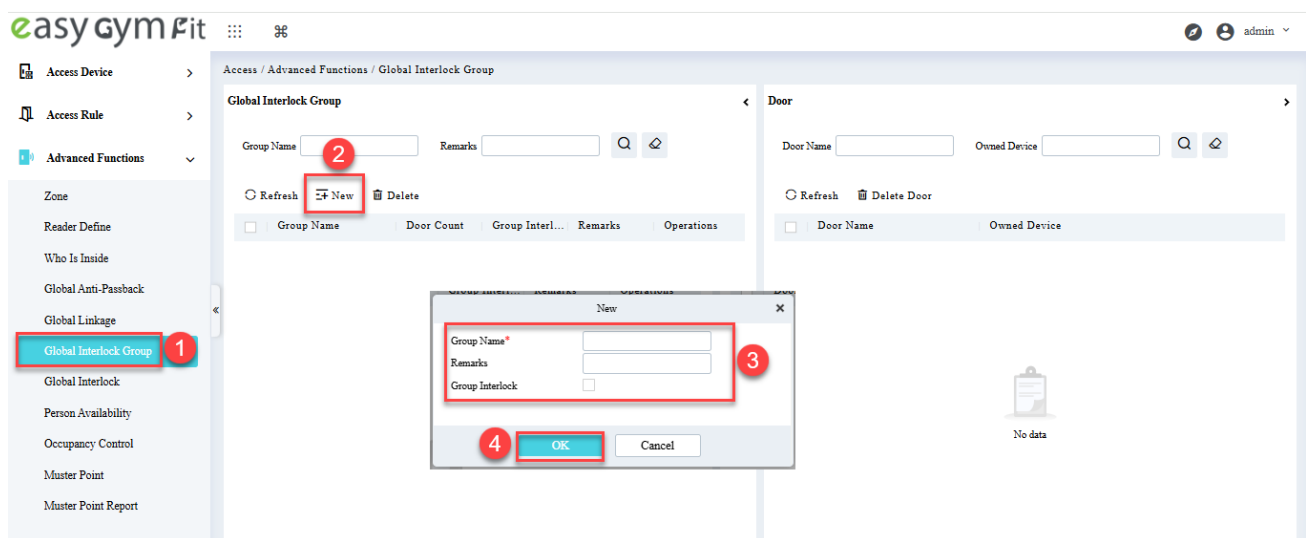
Background authentication has been enabled on the device.

### Add (New)

### Operation Steps

**Step 1:** In the Access Control module, choose **Advanced Access Control > Global Interlock Group** and Click **New**.

**Step 2:** On the page for adding a global interlock group, set related parameters and Click **OK**, as shown in the figure below.

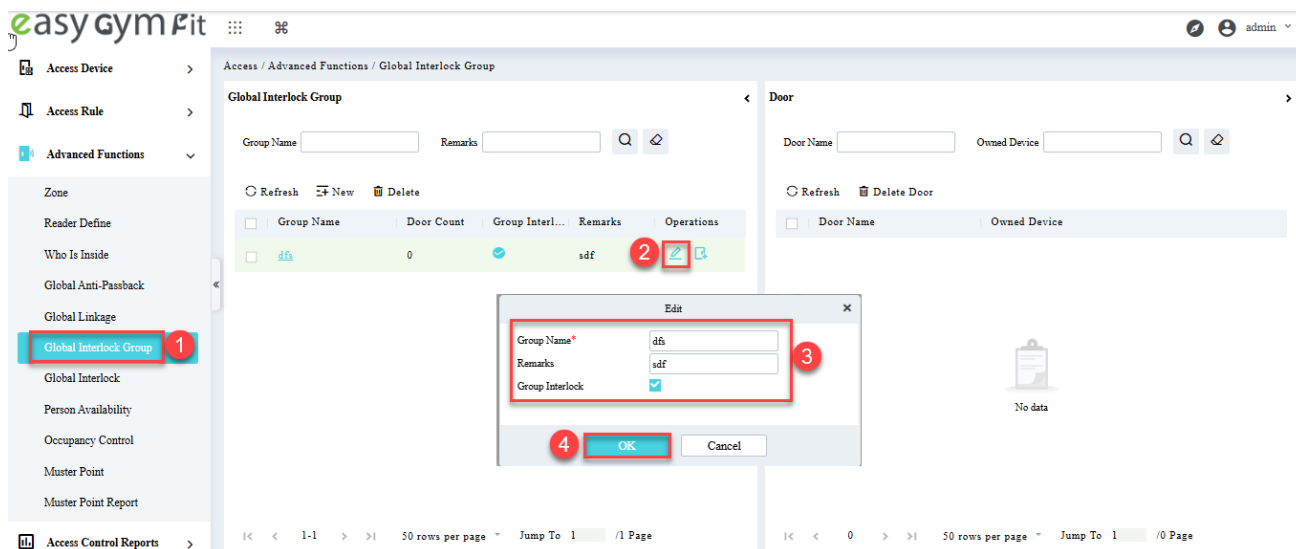


| Parameter       | Description   |
|-----------------|---|
| Group Name      | Any combination of up to 30 characters that cannot be identical to an existing group name |
| Group Interlock | Select the configured interlock rule.   |

**Step 3:** On the global interlock group page, tap **Add Door** next to the configured group name on the left, as shown in the figure below.

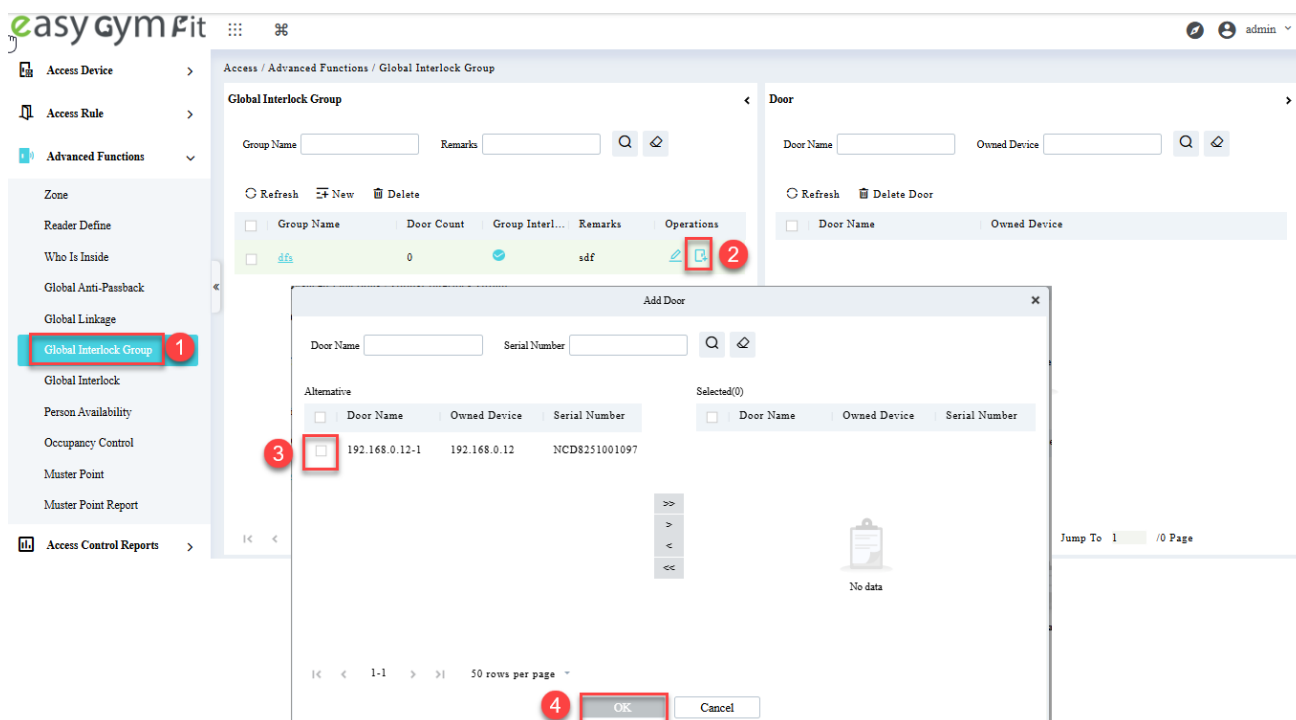
## Edit

In Access > Advanced Functions > Global Interlock Group, click on Edit icon and edit the required details then click OK.



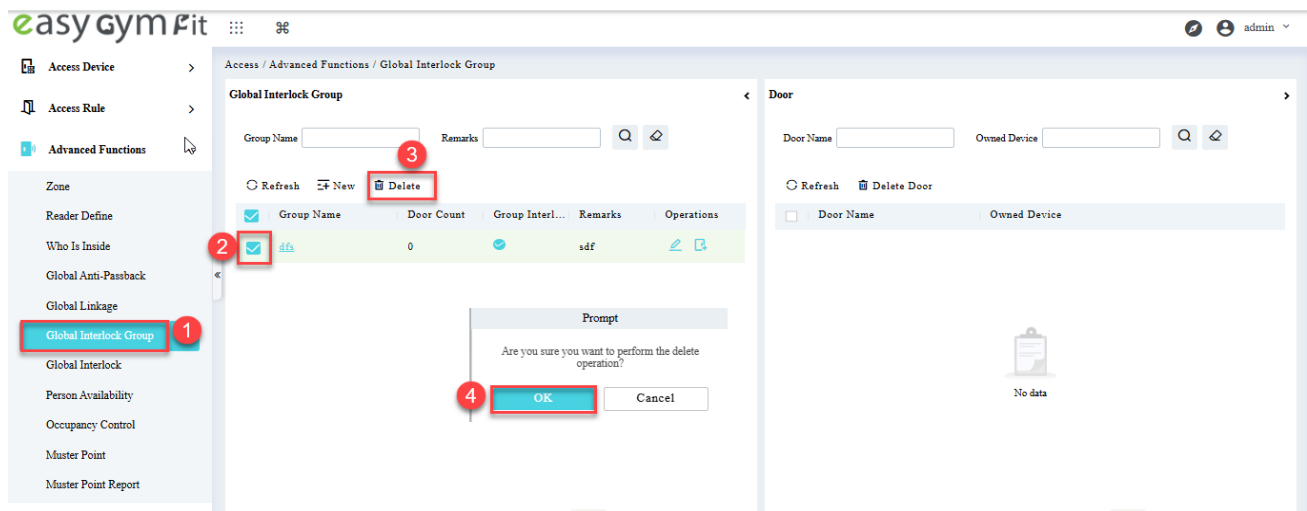
## Add Door

In Access > Advanced Functions > Global Interlock Group click on Add Door icon and select the required door to add then click OK.



## Delete

In the Access > Advanced Functions > Global Interlock Group, click Delete button under Operations. Click OK to delete.

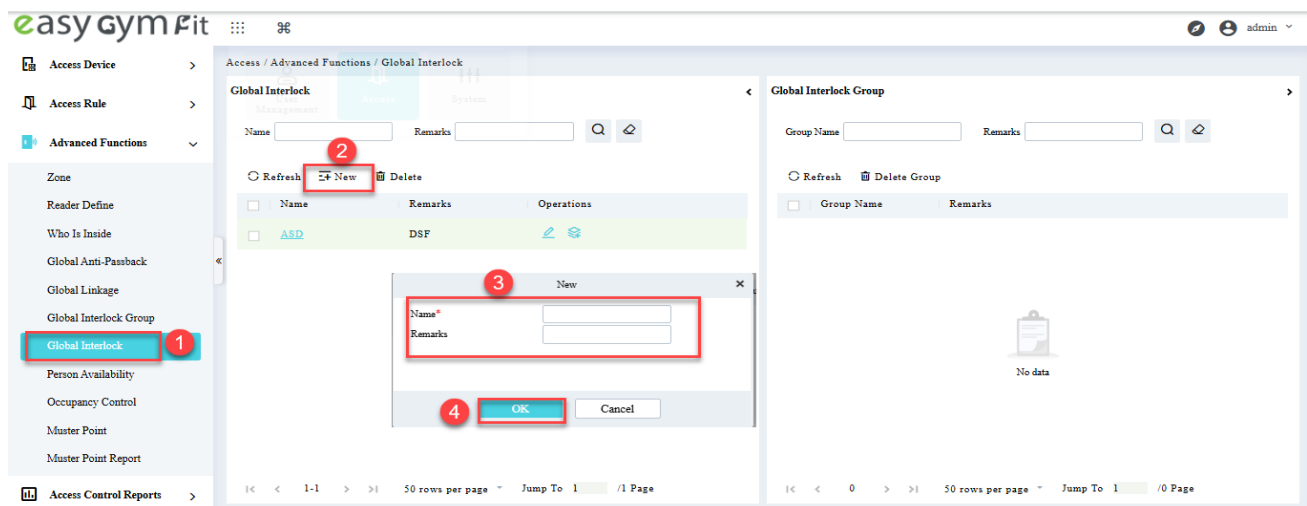


## 2.5.7 The Global Interlock

### Add (New)

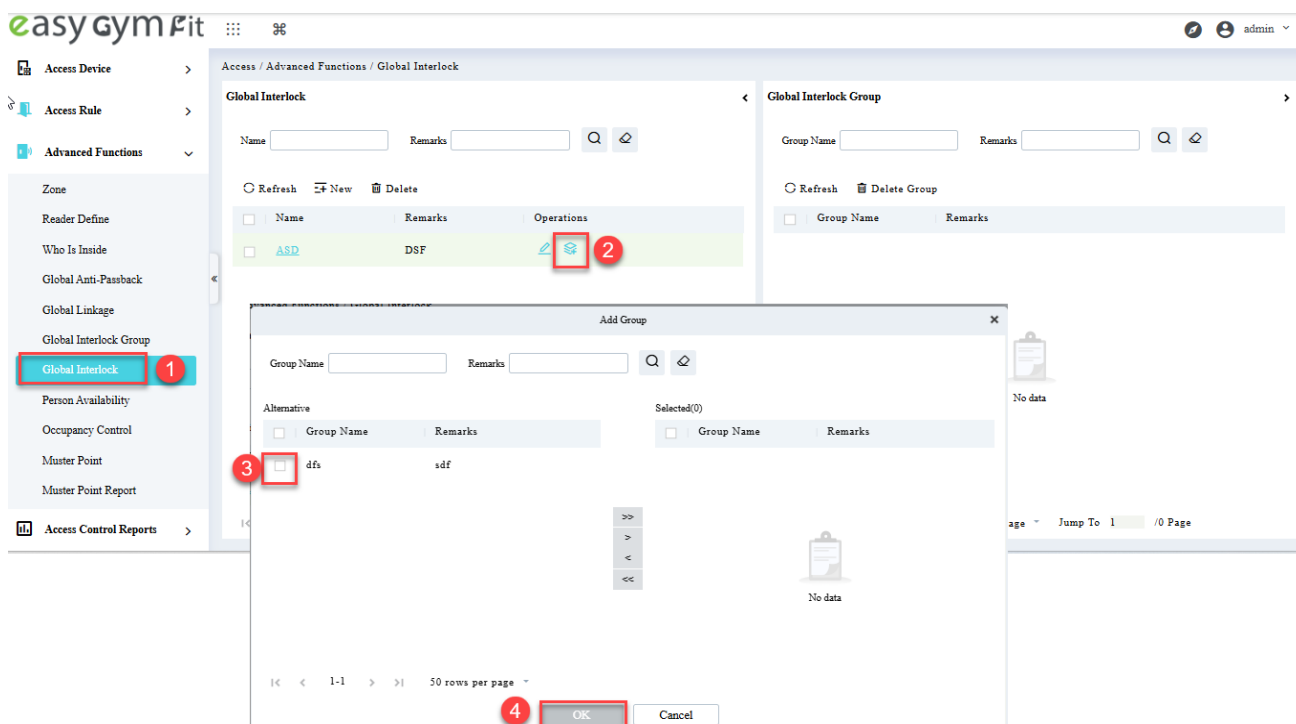
**Step 1:** In the Access Control module, choose **Advanced Access Control > Global Interlock** and click New.

**Step 2:** On the page for adding global interlock, set related parameters and Click OK.



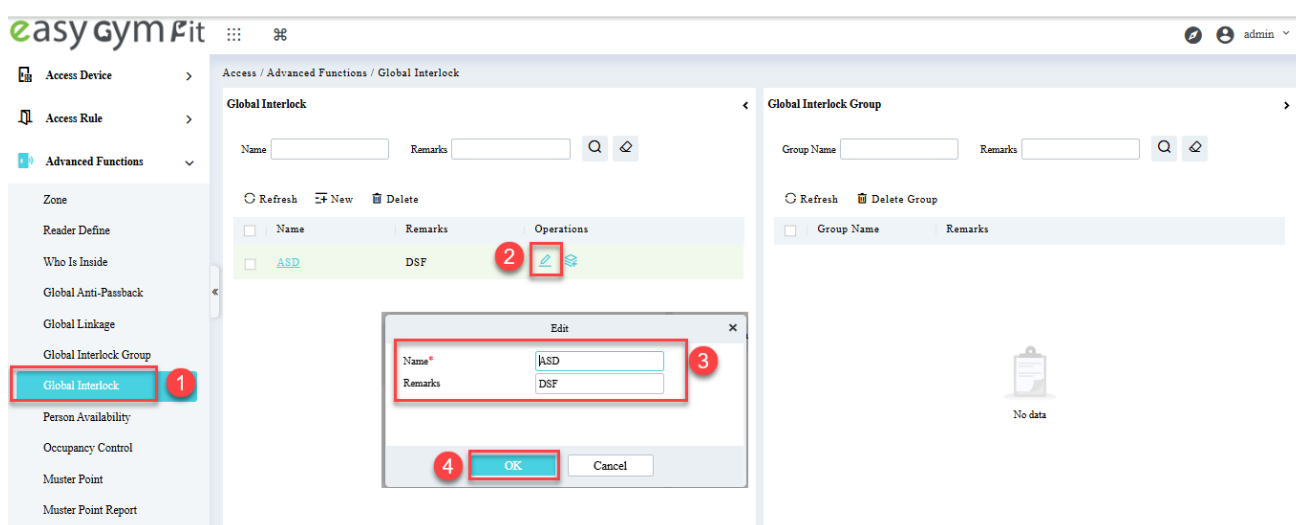
| Parameter | Description   |
|-----------|---|
| Name      | Any combination of up to 30 characters that cannot be identical to an existing name |
| Remark    | Select the configured interlock rule.   |

**Step 3:** On the global interlock screen, click **Add Group** next to the configured global interlock on the left, as shown in figure below.



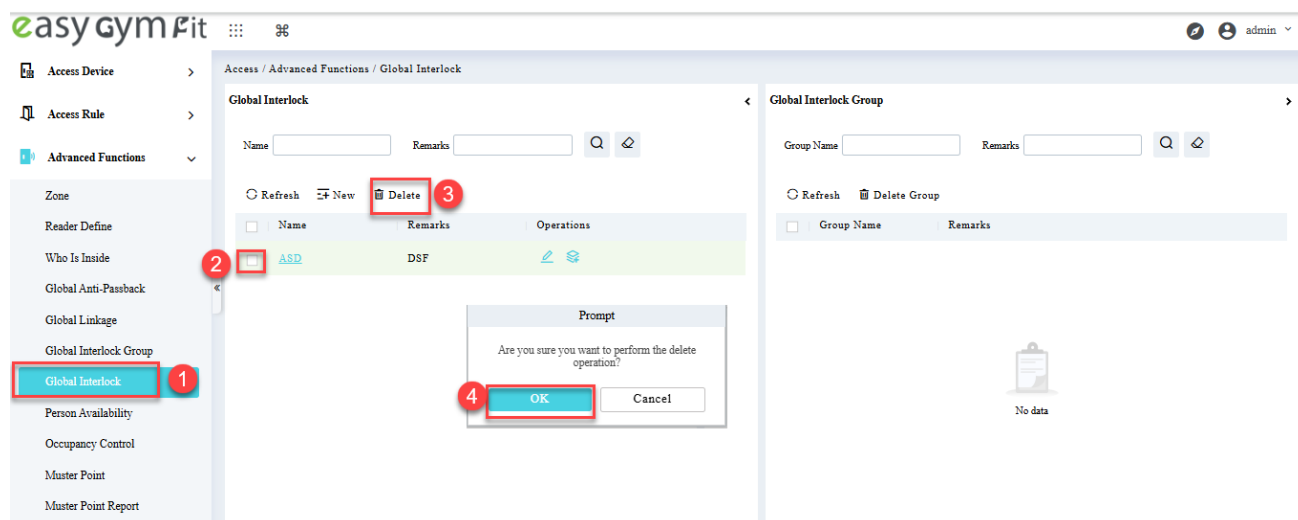
## Edit

In the **Access > Advanced Functions > Global Interlock** click on **Edit** icon, and edit the required details then click **OK**



## Delete

Click on **Access > Advanced Functions > Global Interlock**, click **Delete** button and then click **OK** to delete.



## 2.5.8 Personnel Availability

It is used to restrict the expiration date, the number of days after the first use, and the number of times the user passes the specified advanced access control area.

### The Premise Condition:

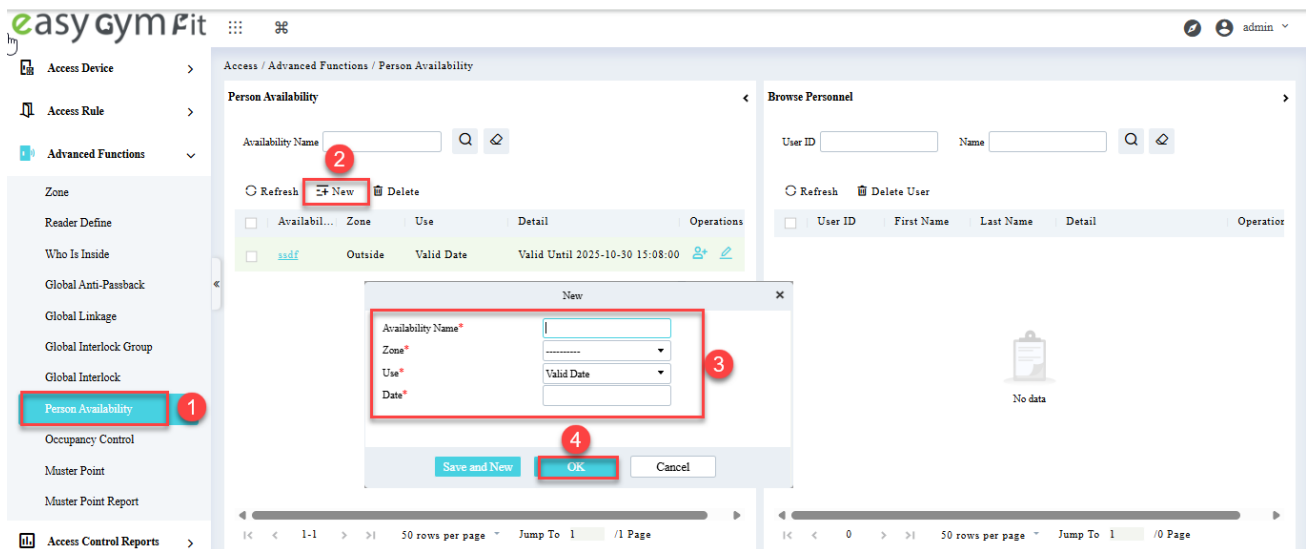
1. Background authentication has been enabled on the device.
2. Set the access control area and read head definition.

### Add (New)

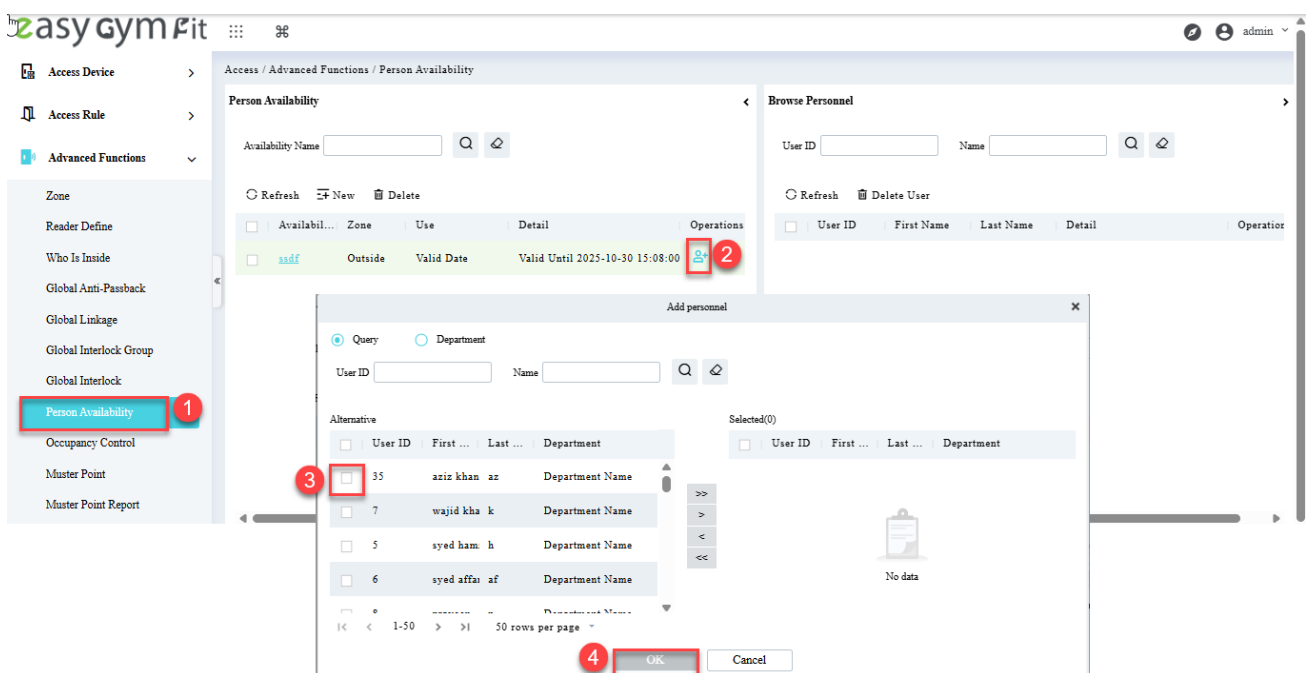
#### Operation Steps

**Step 1:** In the Access Control module, choose **Advanced Access Control > Personnel Availability** then click **New**.

**Step 2:** On the **Access Control Area Properties** page, set related parameters and click **OK**.



**Step 3:** In the properties of the access control area that has been set, click **Add Personnel** on the left to add the corresponding personnel, and click **OK**.

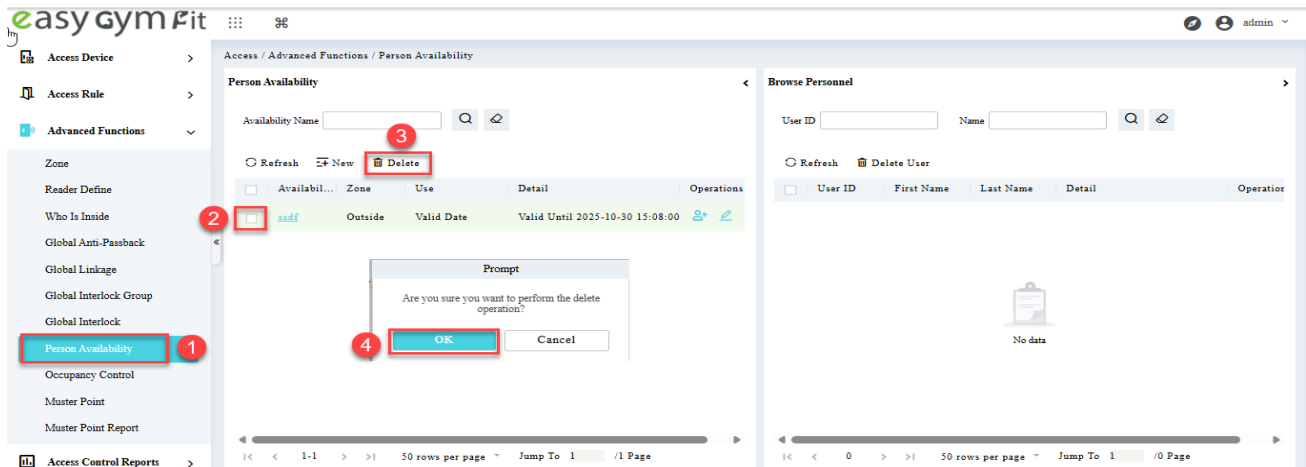


**Step 4:** On the personnel validity screen, tap **Add**, set related parameters, and click **OK**.



## Delete

In the **Access > Advanced Functions > Personnel Availability**, click **Delete** button and then click **OK** to delete.



## 2.5.9 Occupancy Control

Control the maximum/minimum capacity of the area in the Advanced Access Control.

This section describes the step configuration for population control in Easy Gym Fit.

### The Premise Condition

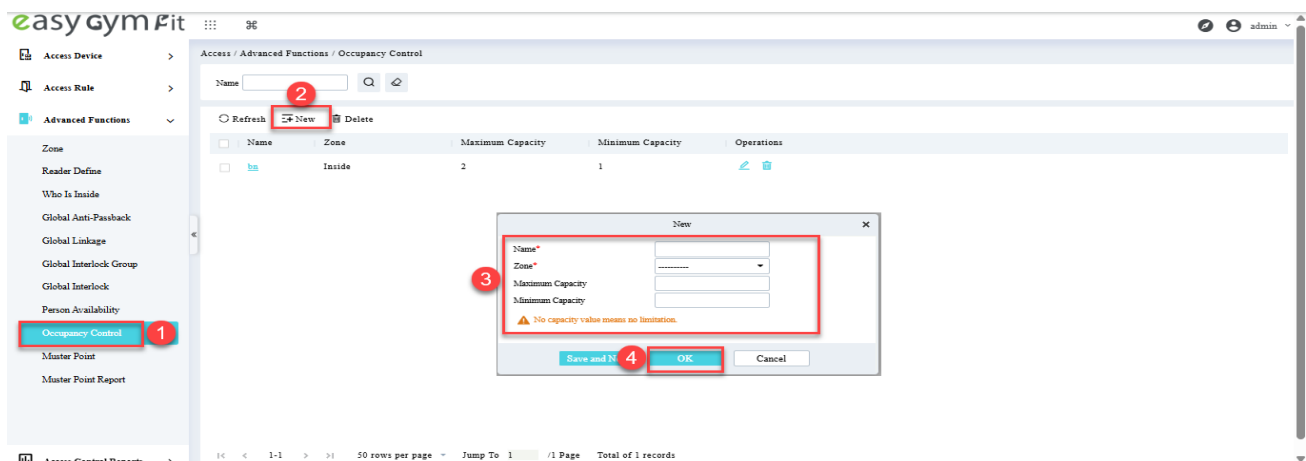
1. Background authentication has been enabled on the device.
2. Set the access control area and read head definition.

### Add (New)

#### Operation Steps

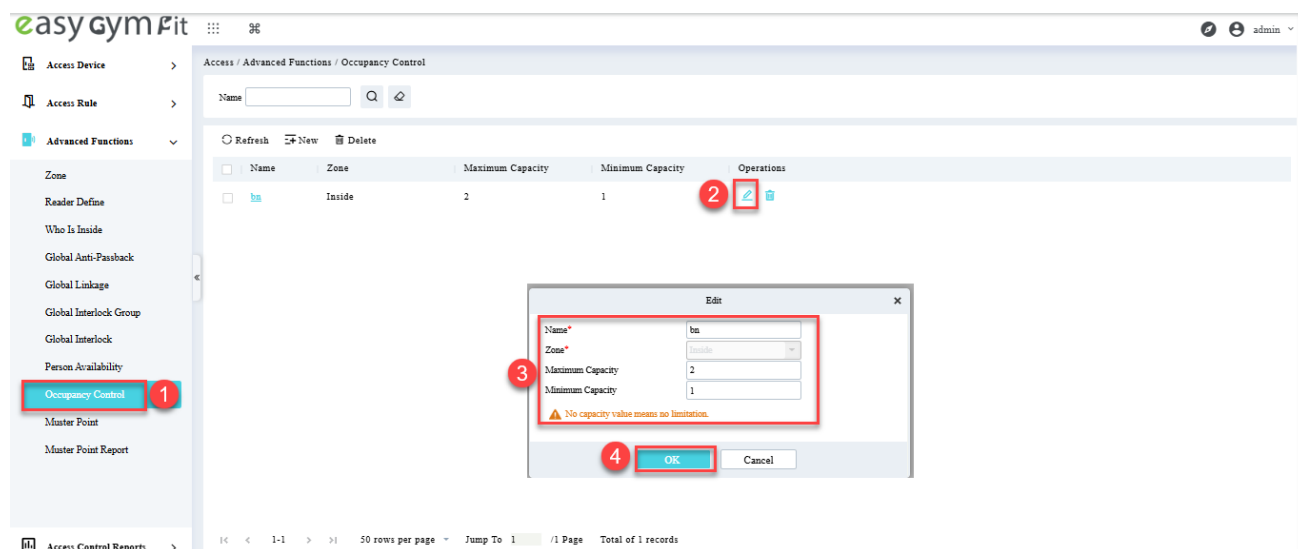
**Step 1:** In the Access module, choose **Advanced Function > Occupancy** and click **New**.

**Step 2:** On the Add Person control screen, set related parameters and click **OK**.



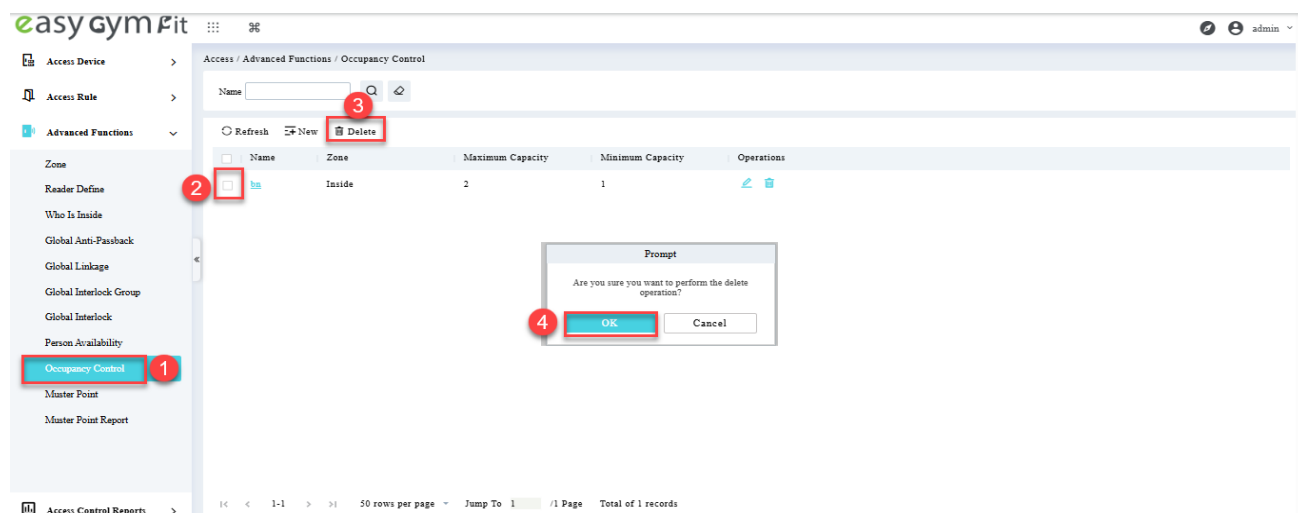
## Edit

Click on **Access > Advanced Functions > Occupancy Control**, click Edit icon and then click OK to edit the updated details.



## Delete

Click on **Access > Advanced Functions > Occupancy Control**, click Delete button and then click OK to delete.



## 2.5.10 Muster Point

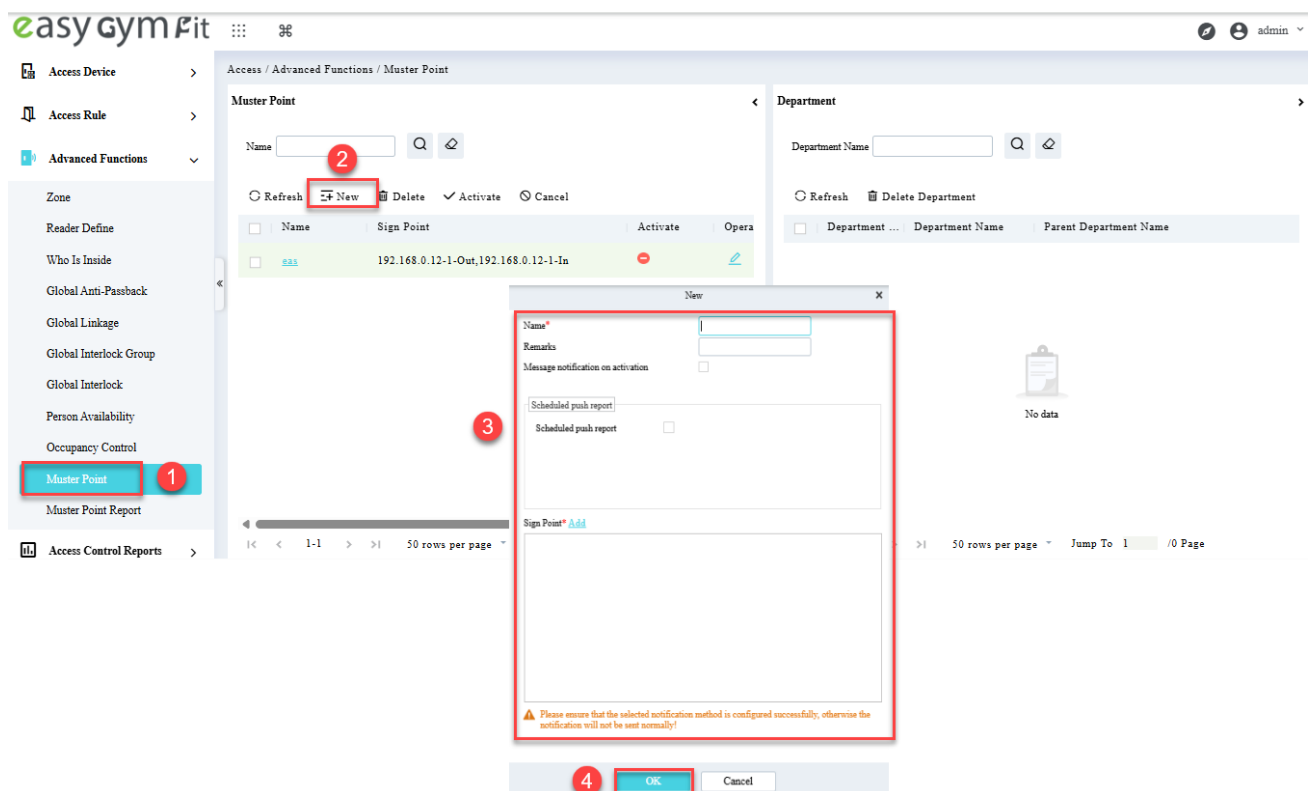
Designate the access control device of a certain place as the Muster Point. When an emergency event (such as a fire alarm) occurs, the link triggers the activation of the Muster Point to open the door, and the AC Device is used to count the escape of personnel and quickly identify the escaped personnel and dangerous personnel.

### Add (New)

Select the access control devices as the equipment of Muster Point and assign the corresponding department. Note: The equipment selected is equipped with safe house conditions to facilitate the evacuation of personnel in the department.

### Operation Steps

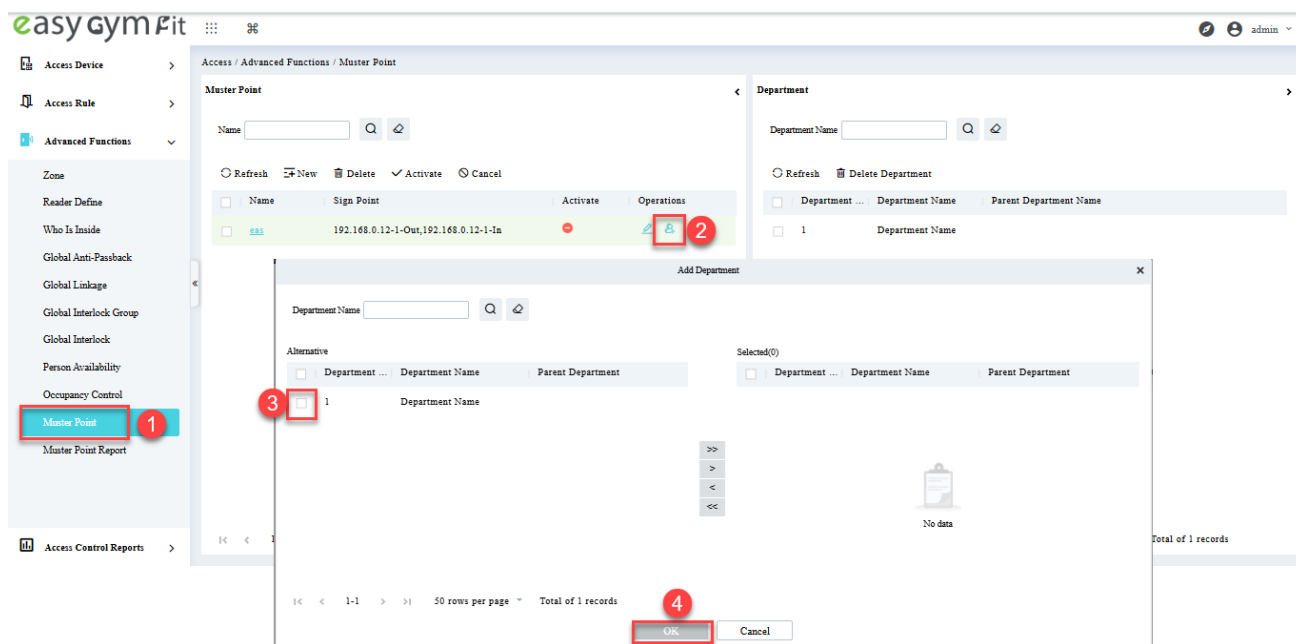
**Step 1:** Set the device as Muster Point, click on Access > Advanced Functions > Muster Point > New.



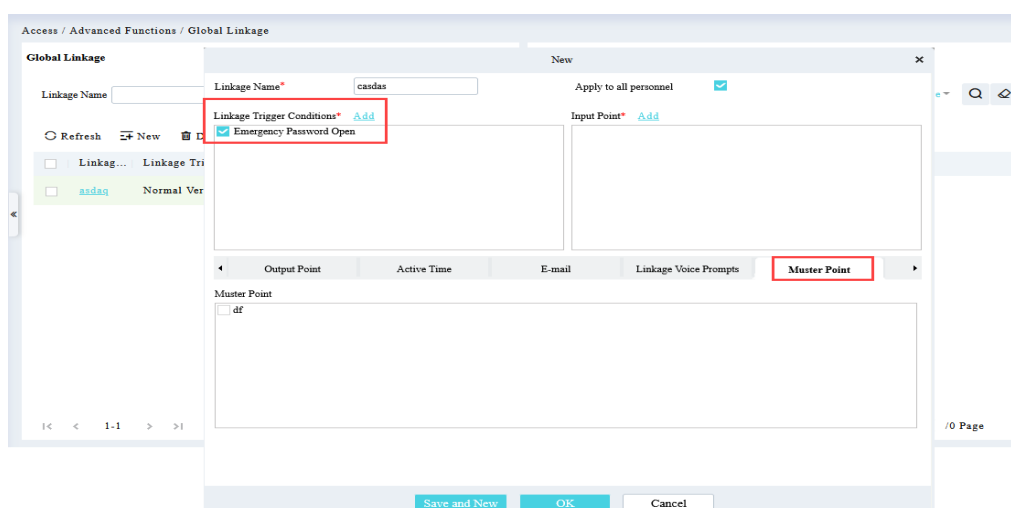
| Parameter                          | Descriptions   |
|------------------------------------|--|
| Name                               | Name of Muster Point   |
| Remarks                            | Description of Muster Point  |
| Message Notification on Activation | When enabled, the system will automatically send a muster notification to personnel when Muster Point is activated.    |
| Notification Type                  | When enabled message notifications, user can choose the sending method, there are 3 methods: Email, SMS, and WhatsApp. |

|                       |  |
|-----------------------|--|
| Scheduled Push Report | Once enabled, the system will send mustering reports to the administrator at regular intervals (within a set period) when muster point is activated. |
| Email Address         | Administrator email address for receiving mustering reports.   |

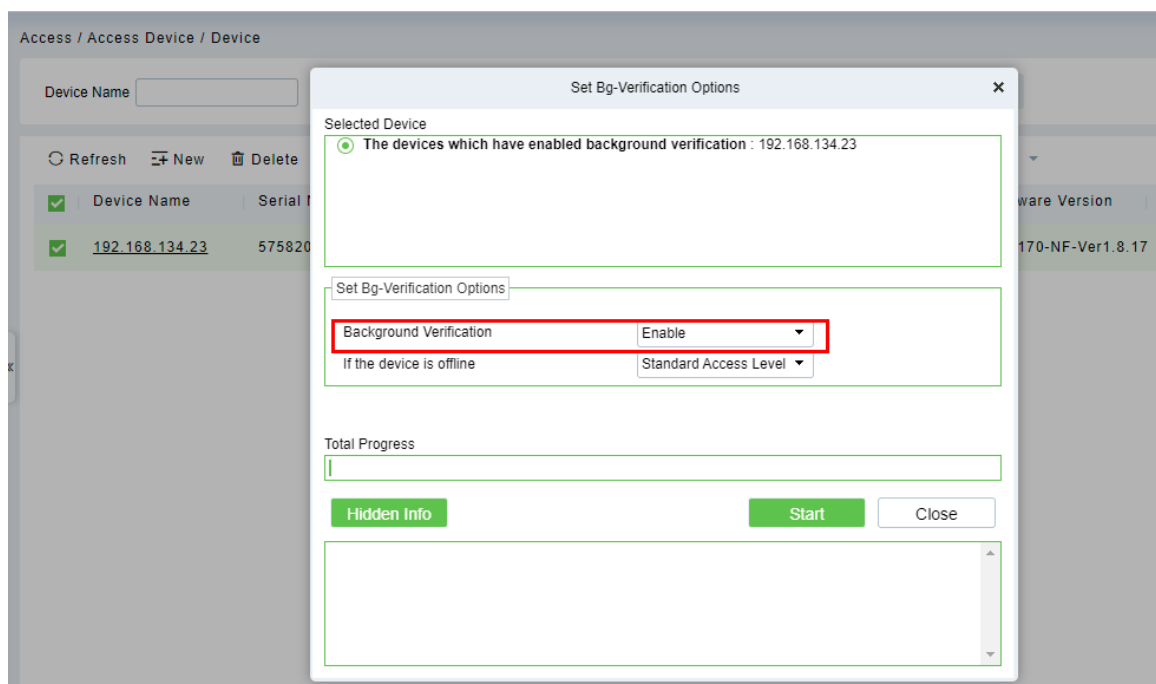
Step 2: Click  add department to the point.



Step 3: Set Global Linkage: set Linkage Trigger Conditions and Input Point and Select Muster Point as an output action.

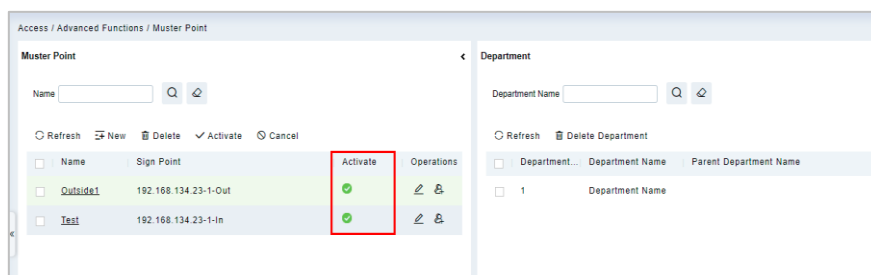
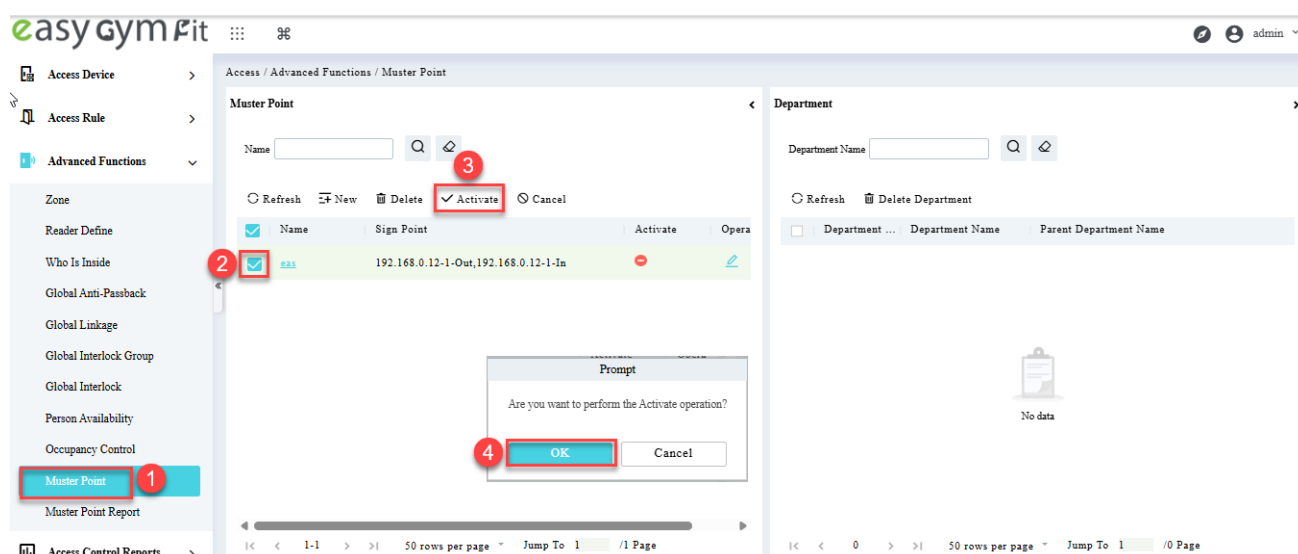


**Note:** Before user use global linkage, user must confirm that user devices have enabled background authentication.



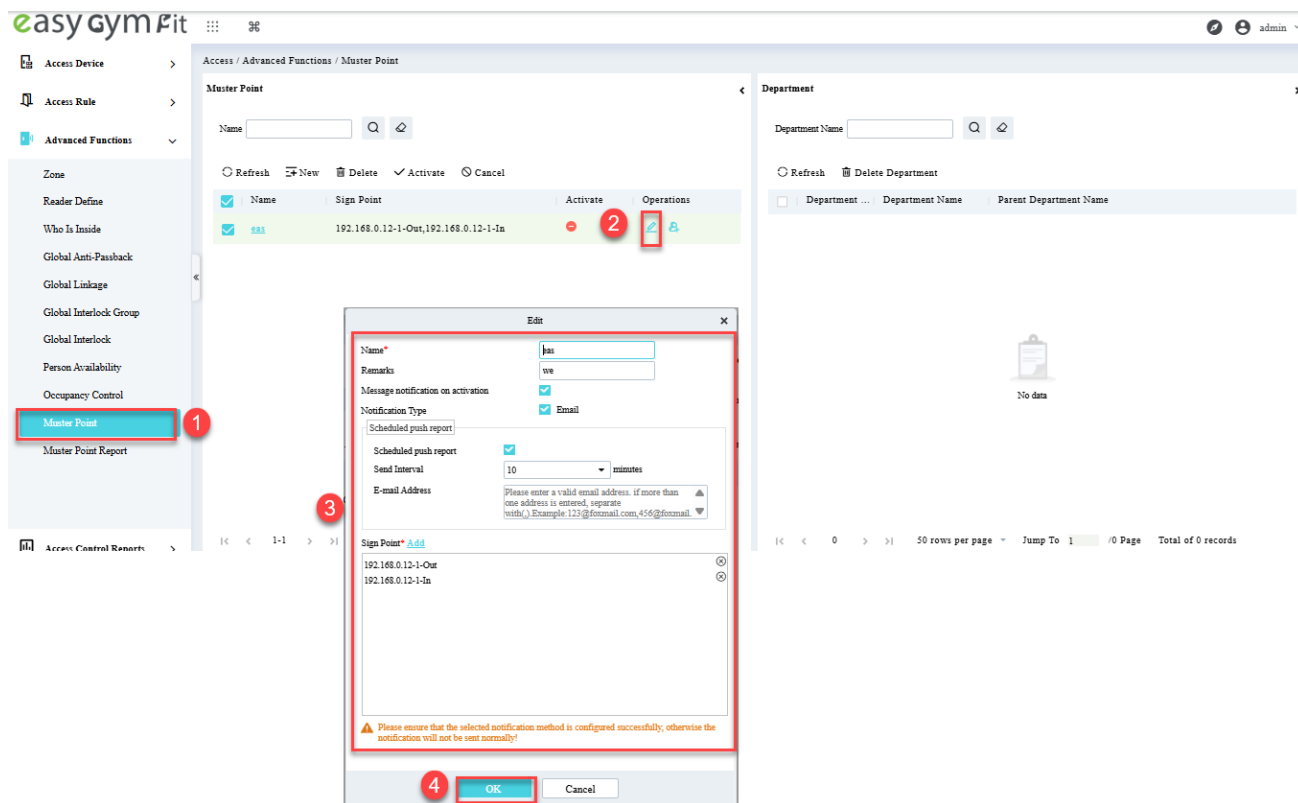
## Activated

When the linkage event is triggered, the door is opened remotely, and the Muster Point is activated.



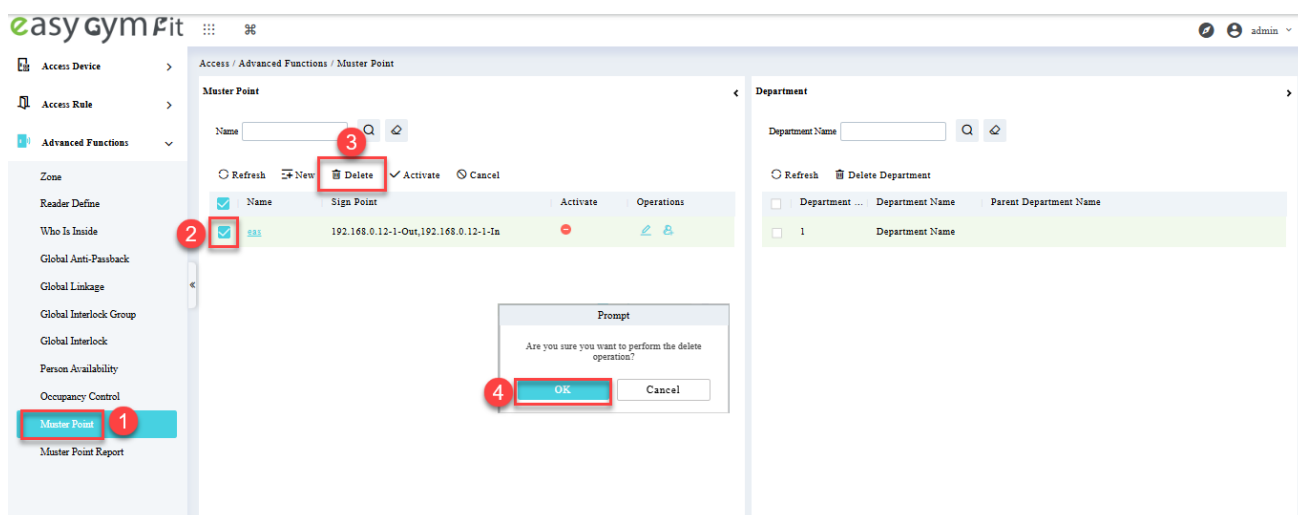
## Edit

In the Access > Advanced Functions > Muster Point, click the Edit icon and edit the required details then click OK.



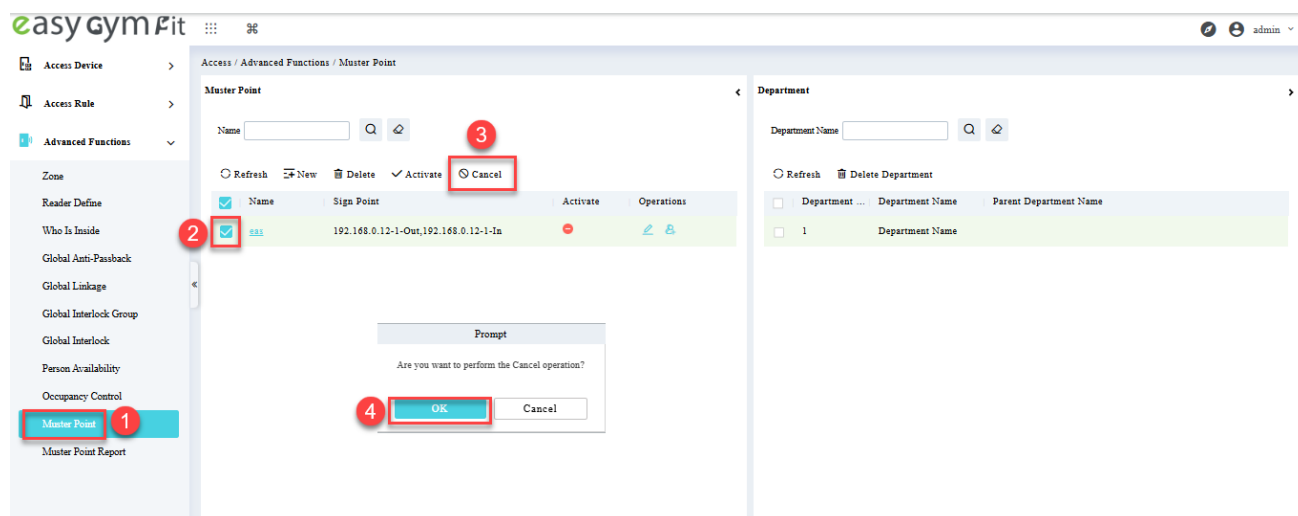
## Delete

In the Access > Advanced Functions > Muster Point, click Delete button and then Click OK to delete.



## Cancel

In the **Access > Advanced Functions > Muster Point**, click the **Cancel** button and then click **OK** to cancel.



### 2.5.11 Muster Point Report

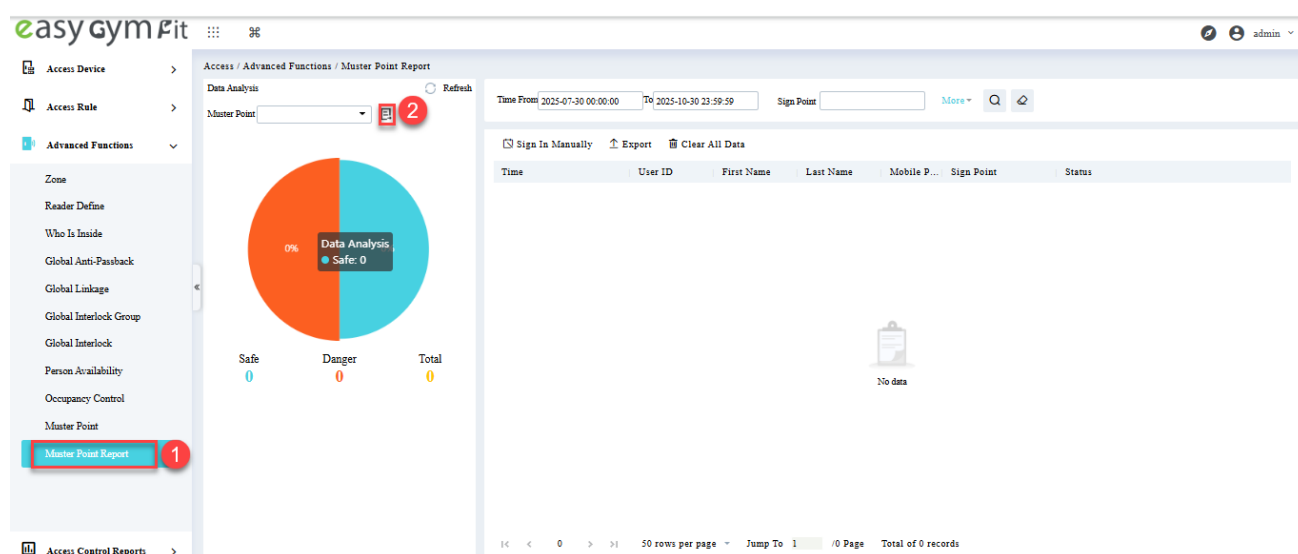
Select the access control devices as the equipment of Muster Point and assign the corresponding department.

**Note:** The equipment selected is equipped with safe house conditions to facilitate the evacuation of personnel in the department.

## Operation Steps

**Step 1:** Click on **Access > Advanced Functions > Muster Point Report** user can select a muster point and

click  to generate the report.



## Sign In Manually

If someone is not verified on the device, the administrator can manually sign in: Select **Sign in Manually**, see the below image.

The screenshot shows the 'easy gym fit' interface. On the left sidebar, under 'Advanced Functions', the 'Muster Point Report' link is highlighted with a red box and the number 1. In the main content area, the 'Sign In Manually' button is highlighted with a red box and the number 2. A dialog box titled 'Sign In Manually' is open, showing fields for 'Muster Point', 'Person Type', and 'User ID'. The 'OK' button in the dialog is highlighted with a red box and the number 4. The dialog also shows a 'Cancel' button.

Check the status will change to **Safe**.

The screenshot shows the 'easy gym fit' interface. On the left, a pie chart displays the status distribution: 92.11% Safe (orange), 7.89% Danger (green), and 0% Total (yellow). Below the chart, the counts are: safe 6, danger 70, Total 76. On the right, a table lists access records. A red box highlights the '2170590' Personnel ID, and another red box highlights the 'manual punch' Sign Point. The Status column for this record is highlighted in green and labeled 'safe'.

| Time                | Personnel ID | First Name | Last Name | Department Name | Sign Point           | Muster Point | Status |
|---------------------|--------------|------------|-----------|-----------------|----------------------|--------------|--------|
| 2022-07-01 17:38:42 | 7            |            |           | Department Name | 192.168.134.23-1-Out | Outside1     | safe   |
| 2022-07-07 14:30:33 | 6666         | jijiji     |           | Department Name | manual punch         | Test         | safe   |
| 2022-07-01 17:23:44 | 8            |            |           | Department Name | 192.168.134.23-1-Out | Outside1     | safe   |
| 2022-07-01 17:23:49 | 998          |            |           | Department Name | 192.168.134.23-1-Out | Outside1     | safe   |
| 2022-07-07 14:30:17 | 00001        | Hanker He  |           | Department Name | manual punch         | Test         | safe   |
| 2022-07-07 14:36:14 | 2170590      |            |           | Department Name | manual punch         | Test         | safe   |
| 2022-07-01 17:29:30 | 1803         | cc         |           | Department Name |                      |              | danger |
| 2022-07-01 17:29:30 | 1804         | supper     |           | Department Name |                      |              | danger |
| 2022-07-01 17:29:30 | 12348        |            |           | Department Name |                      |              | danger |
| 2022-07-01 17:29:30 | 1805         | dd         |           | Department Name |                      |              | danger |



## Export

Click **Export**, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export and click **OK**.

The screenshot shows the 'easy gym fit' web interface. On the left sidebar, 'Muster Point Report' is selected (1). The main area displays a 'Data Analysis' pie chart and a table of records. The 'Export' button is highlighted in the top right (2). The 'Export' dialog box is open, showing fields for 'User Password', 'File encryption' (Yes/No), 'File encryption password', 'File Format' (EXCEL), and 'Data to Export' (All records) (3). The 'OK' button in the dialog is highlighted (4).

| Muster Point Report |              |            |                |                 |              |            |        |
|---------------------|--------------|------------|----------------|-----------------|--------------|------------|--------|
| Time                | Personnel ID | First Name | Last Name      | Department Name | Mobile Phone | Sign Point | Status |
| 2023-07-11 11:30:55 | 123123124    |            |                | Department Name |              |            | danger |
| 2023-07-11 11:30:55 | 123123123    | Eljulian   | Avechuco peral | Department Name | 6622333      |            | danger |
| 2023-07-11 11:30:55 | 1212121      | Eljuli     | Avechuco       | Department Name | 6622333      |            | danger |
| 2023-07-11 11:30:55 | 2233         | Lanjith    |                | Department Name |              |            | danger |
| 2023-07-11 11:30:55 | 17           | Akshay     | Kumar          | Department Name |              |            | danger |
| 2023-07-11 11:30:55 | 709709       | mar        |                | Department Name |              |            | danger |
| 2023-07-11 11:30:55 | 709710       |            |                | Department Name |              |            | danger |
| 2023-07-11 11:30:55 | 1212122      | Jasmine    |                | Department Name |              |            | danger |
| 2023-07-11 11:30:55 | 123456       |            |                | Department Name |              |            | danger |
| 2023-07-14 09:32:12 | 2            | Leo        | Hou            | Department Name |              |            | danger |
| 2023-07-14 09:32:12 | 1            | Popy       | xiao           | Department Name | 086134342567 |            | danger |

## Clear All Data

Click on **Access > Advanced Functions > Muster Point Setting**, click **Clear All Data** button pop up will appear then, click **OK** to clear all data.

The screenshot shows the 'easy gym fit' web interface. On the left sidebar, 'Muster Point Report' is selected (1). The main area displays a 'Data Analysis' pie chart and a table of records. The 'Clear All Data' button is highlighted in the top right (2). The 'Prompt' dialog box is open, asking 'Are you sure to clear all records?' with 'OK' and 'Cancel' buttons (3).

## 2.6 Access Control Reports

In the access control report, user can query all access control records, including All Transactions, Today's Access records, All abnormal records, alarm logs, door query, personnel query and Personnel access records reports. User can export all records or query records.

This section describes the steps for querying and exporting reports in Easy Gym Fit.

### 2.6.1 All Transactions

#### Operation Steps

**Step 1:** Click on the Access module, choose **Access Control Report > All Transaction**.

**Step 2:** On the All-Transaction interface, fill in the corresponding query information and click the search symbol to complete the query of all records, as shown in the figure below.

The screenshot shows the 'All Transactions' report interface. The left sidebar has 'Access Control Reports' (1) and 'All Transactions' (2) highlighted. The main area shows a table of transactions with columns: Time, Area Name, Device Name, Event Point, Event Description, Event Level, Media File, User ID, First Name, Last Name, and Card. The table contains several rows of data, including 'Device Started', 'Exit Button Open', 'Normal Verify Open', and 'Disconnected' events.

#### Clear All Data

In the Access > Access Control Reports > All Transactions, click **Clear All Data** button. Click **OK** to clear all data.

The screenshot shows the 'All Transactions' report interface. The left sidebar has 'Access Control Reports' (1) and 'All Transactions' (2) highlighted. The main area shows a table of transactions. A 'Clear All Data' button (3) is highlighted in the top bar. A confirmation dialog box is shown with the text 'Are you sure to clear all records?' and 'OK' and 'Cancel' buttons.

## Export

Click **Export** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**. User can export all exception events in Excel, PDF, CSV format.

The screenshot shows the 'easygymfit' interface with the 'Access Control Reports / All Transactions' section. The 'Export' button is highlighted with a red circle (1). The 'Export' dialog box is open, showing fields for 'User Password', 'File encryption' (Yes/No), 'File encryption password', 'File Format' (EXCEL), and 'Data to Export' (All/Selected). The 'OK' button is highlighted with a red circle (4).

| All Transactions    |           |                 |                   |                   |             |              |            |           |             |                 |
|---------------------|-----------|-----------------|-------------------|-------------------|-------------|--------------|------------|-----------|-------------|-----------------|
| Time                | Area Name | Device Name     | Event Point       | Event Description | Event Level | Personnel ID | First Name | Last Name | Card Number | Department Name |
| 2023-07-13 10:54:19 | Area Name | 192.168.134.102 |                   | Disconnected      | Alarm       |              |            |           |             |                 |
| 2023-07-12 11:39:36 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started    | Normal      |              |            |           |             |                 |
| 2023-07-12 11:39:36 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm      | Alarm       |              |            |           |             |                 |
| 2023-07-12 11:33:48 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started    | Normal      |              |            |           |             |                 |
| 2023-07-12 11:33:47 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm      | Alarm       |              |            |           |             |                 |
| 2023-07-07 09:20:19 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started    | Normal      |              |            |           |             |                 |
| 2023-07-07 09:20:18 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm      | Alarm       |              |            |           |             |                 |
| 2023-06-30 13:21:36 | Area Name | 192.168.0.206   |                   | Disconnected      | Alarm       |              |            |           |             |                 |
| 2023-06-08 13:35:20 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started    | Normal      |              |            |           |             |                 |
| 2023-06-08 13:35:19 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm      | Alarm       |              |            |           |             |                 |
| 2023-06-01 14:10:44 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started    | Normal      |              |            |           |             |                 |
| 2023-06-01 14:10:43 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm      | Alarm       |              |            |           |             |                 |
| 2023-06-01 11:37:56 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm      | Alarm       |              |            |           |             |                 |
| 2023-06-01 11:37:56 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started    | Normal      |              |            |           |             |                 |

## Export Photos

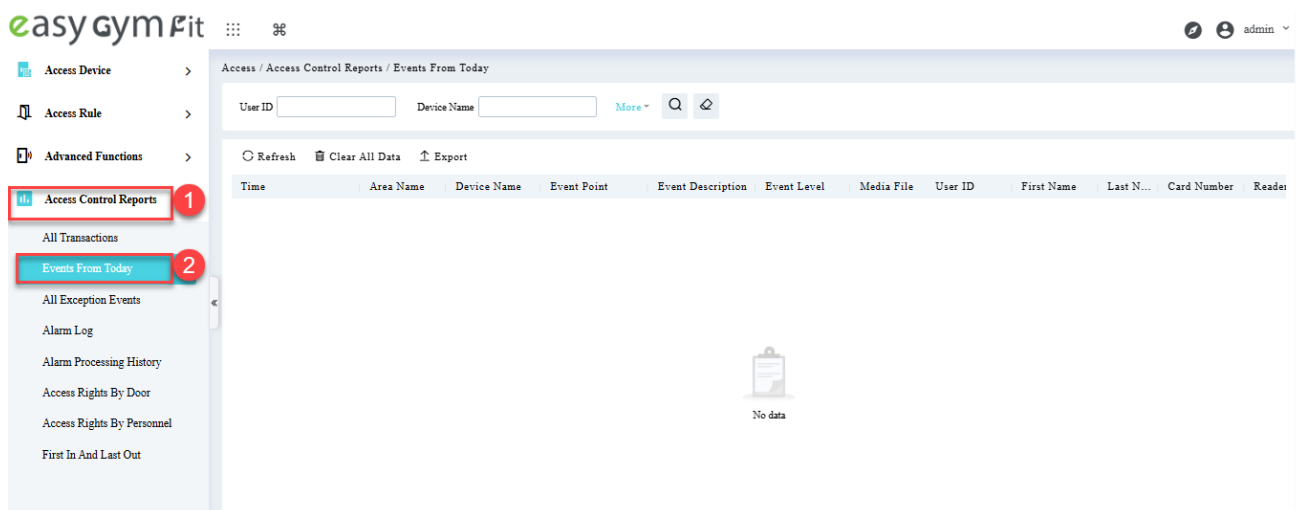
Click **Export** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, start time, end time, and device name to export, and then click **OK**.

The screenshot shows the 'easygymfit' interface with the 'Access Control Reports / All Transactions' section. The 'Export photos' button is highlighted with a red circle (1). The 'Export photos' dialog box is open, showing fields for 'User Password', 'File encryption' (Yes/No), 'File encryption password', 'File Format' (ZIP), 'Start Time', 'End Time', and 'Device Name'. The 'OK' button is highlighted with a red circle (4).

## 2.6.2 Events from Today

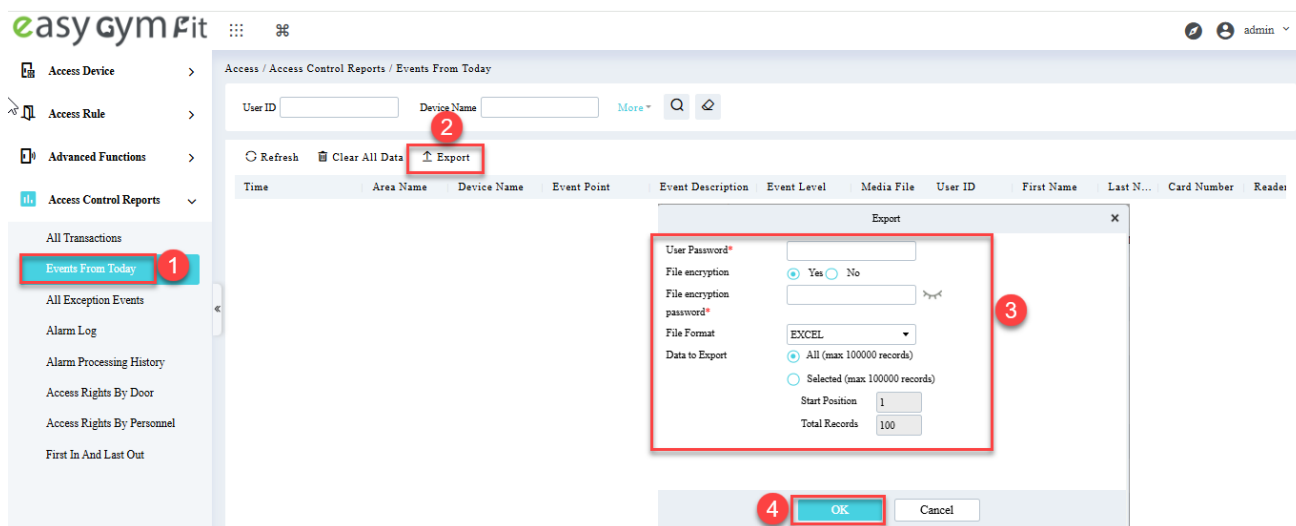
Check out the system record today.

Click on **Access Control Reports > Events from Today** to view today's records. User can export all events from today in Excel, PDF, CSV format.



### Export

Click **Export**, enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**.



## Clear All Data

Click **Clear All Data** to pop up prompt, and then click **OK** to clear all events from today.

The screenshot shows the 'Access Control Reports / Events From Today' page. The left sidebar has 'Events From Today' highlighted with a red circle and the number 1. The main content area has 'Clear All Data' highlighted with a red circle and the number 2. A modal prompt box is displayed in the center with the text 'Are you sure to clear all records?' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red circle and the number 3.

### 2.6.3 All Exception Events

Click **Access Control Reports > All Exception Events** to view exception events in specified condition. The options are same as those of **All Transactions**.

The screenshot shows the 'Access Control Reports / All Exception Events' page. The left sidebar has 'Access Control Reports' highlighted with a red circle and the number 1, and 'All Exception Events' highlighted with a red circle and the number 2. The main content area displays a table of exception events.

| Time                | Device Name     | Event Point    | Event Description | Event Level | Media File | User ID | First Name    | Last N... | Card Number | Reader Name       | Veri... |
|---------------------|-----------------|----------------|-------------------|-------------|------------|---------|---------------|-----------|-------------|-------------------|---------|
| 2025-09-04 14:45:07 | 192.168.0.12(NC |                | Disconnected      | Alarm(Weak) |            |         |               |           |             | Other             | O       |
| 2025-09-04 06:30:02 | 192.168.0.12(NC |                | Disconnected      | Alarm(Weak) |            |         |               |           |             | Other             | O       |
| 2025-09-03 20:04:52 | 192.168.0.12(NC |                | Disconnected      | Alarm(Weak) |            |         |               |           |             | Other             | O       |
| 2025-09-03 17:42:42 | 192.168.0.12(NC |                | Disconnected      | Alarm(Weak) |            |         |               |           |             | Other             | O       |
| 2025-09-03 06:29:14 | 192.168.0.12(NC |                | Disconnected      | Alarm(Weak) |            |         |               |           |             | Other             | O       |
| 2025-09-02 22:23:11 | 192.168.0.12(NC |                | Disconnected      | Alarm(Weak) |            |         |               |           |             | Other             | O       |
| 2025-09-02 22:11:01 | 192.168.0.12(NC | 192.168.0.12-1 | Verify Mode Error | Exception   |            | 226     | md Azeem      | A         |             | 192.168.0.12-1- A |         |
| 2025-09-02 20:45:26 | 192.168.0.12(NC | 192.168.0.12-1 | Verify Mode Error | Exception   |            | 21      | Shaik Forquan | Qaderi    |             | 192.168.0.12-1- A |         |
| 2025-09-02 17:45:26 | 192.168.0.12(NC | 192.168.0.12-1 | Verify Mode Error | Exception   |            | 119     | abul hasan    | h         |             | 192.168.0.12-1- A |         |
| 2025-09-02 17:44:43 | 192.168.0.12(NC |                | Disconnected      | Alarm(Weak) |            |         |               |           |             | Other             | O       |

## Clear All Data

Click **Clear All Data** to pop up prompt, and then click **OK** to clear all exception events.

The screenshot shows the 'Access / Access Control Reports / All Exception Events' page. The left sidebar has 'All Exception Events' highlighted with a red circle and the number 1. The top navigation bar has 'Clear All Data' highlighted with a red circle and the number 2. A modal prompt box is displayed in the center with the text 'Are you sure to clear all records?' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red circle and the number 3. The background table lists exception events with columns: Time, Device Name, Event Point, Event Description, Event Level, Media File, User ID, First Name, Last Name, Card Number, Reader Name, and Verification.

## Export

Click **Export** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**. User can export all exception events in Excel, PDF, CSV format.

The screenshot shows the 'Access / Access Control Reports / All Exception Events' page. The left sidebar has 'All Exception Events' highlighted with a red circle and the number 1. The top navigation bar has 'Export' highlighted with a red circle and the number 2. An 'Export' dialog box is displayed in the center with the following fields and options: 'User Password\*' (text input), 'File encryption' (radio buttons for 'Yes' and 'No'), 'File encryption password\*' (text input), 'File Format' (dropdown menu set to 'EXCEL'), 'Data to Export' (radio buttons for 'All (max 100000 records)' and 'Selected (max 100000 records)'), 'Start Position' (text input set to '1'), and 'Total Records' (text input set to '100'). The 'OK' button is highlighted with a red circle and the number 4. The background table lists exception events with columns: Time, Device Name, Event Point, Event Description, Event Level, Media File, User ID, First Name, Last Name, Card Number, Reader Name, and Verification.

## 2.6.4 Alarm Log

Click **Access Control Reports > Alarm Log** to view alarm log events.

The screenshot shows the 'Alarm Log' page in the easygymfit system. The left sidebar has 'Access Control Reports' highlighted (1) and 'Alarm Log' selected (2). The main content area shows a table of alarm events. The table has columns: Time, Device, Event Point, Event Description, User, Belong..., Priority, and Status. The events listed are 'Disconnected' events with status 'Unconfirmed'.

| Time                | Device          | Event Point | Event Description | User | Belong... | Priority | Status      |
|---------------------|-----------------|-------------|-------------------|------|-----------|----------|-------------|
| 2025-09-04 14:45:07 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-04 06:30:02 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-03 20:04:52 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-03 17:42:42 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-03 06:29:14 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-02 22:23:11 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-02 17:44:43 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-02 06:22:11 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-01 19:19:28 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-01 17:45:22 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-01 10:17:22 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |

## Acknowledge

Select the desired alarm log, click **Acknowledge**, enter the user password, choose the status of the alarm log (e.g., 'Processing' or 'Confirmed'), and then click **OK** to acknowledge the alarm.

The screenshot shows the 'Alarm Log' page with the 'Acknowledge' button (3) highlighted. The 'Acknowledge' dialog box (4) is open, showing 'Event Details' (Disconnected<192.168.0.12,Other>), 'User Password' field, and radio buttons for 'Processing' (selected) and 'Confirmed'. The 'OK' button (5) is highlighted.

| Time                | Device          | Event Point | Event Description | User | Belong... | Priority | Status      |
|---------------------|-----------------|-------------|-------------------|------|-----------|----------|-------------|
| 2025-09-04 14:45:07 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-04 06:30:02 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-03 20:04:52 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-03 17:42:42 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-03 06:29:14 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-02 22:23:11 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-02 17:44:43 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-02 06:22:11 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-01 19:19:28 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-01 17:45:22 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |
| 2025-09-01 10:17:22 | 192.168.0.12(N) |             | Disconnected      |      | Area Nam  | Weak     | Unconfirmed |

## Export

Click **Export**, enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**.

The screenshot shows the easyGymFit interface with the 'Alarm Log' selected in the left sidebar (1). The main area displays a table of alarm events. The 'Export' button is highlighted in the top toolbar (2). An 'Export' dialog box is open, showing fields for 'User Password\*', 'File encryption' (Yes/No), 'File encryption password\*', 'File Format' (EXCEL), and 'Data to Export' (All/Selected) (3). The 'OK' button is highlighted at the bottom of the dialog (4).

### 2.6.5 Alarm Processing History

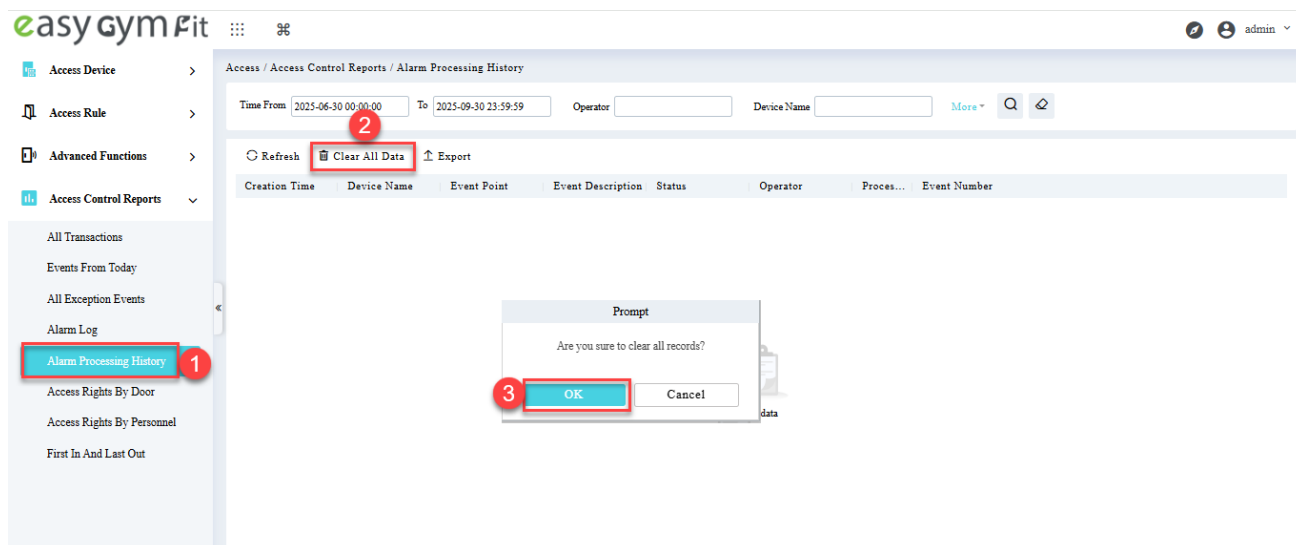
Click **Access Control Reports > Alarm Processing history** to view the processed alarm history.

The screenshot shows the easyGymFit interface with 'Access Control Reports' selected in the left sidebar (1). The 'Alarm Processing History' option is highlighted in the sub-menu (2). The main area displays a table with columns: Creation Time, Device Name, Event Point, Event Description, Status, Operator, Proces..., and Event Number. The table is currently empty, showing 'No data'.



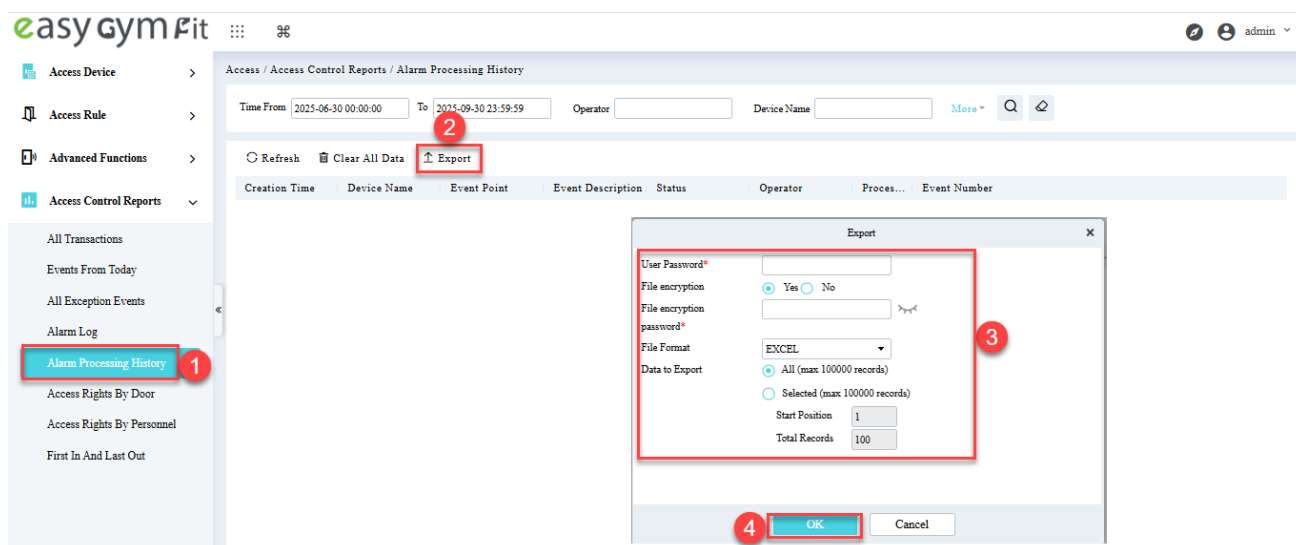
## Clear All Data

Click **Clear All Data** to pop up prompt, and then click **OK** to clear all events from today.



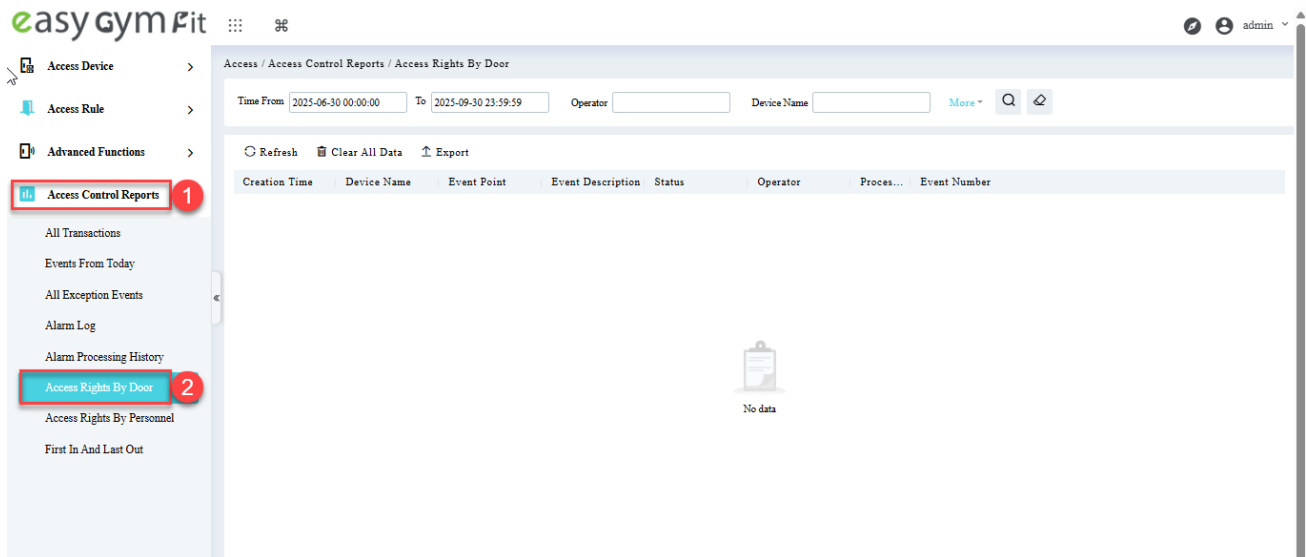
## Export

Click **Export**, enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**.



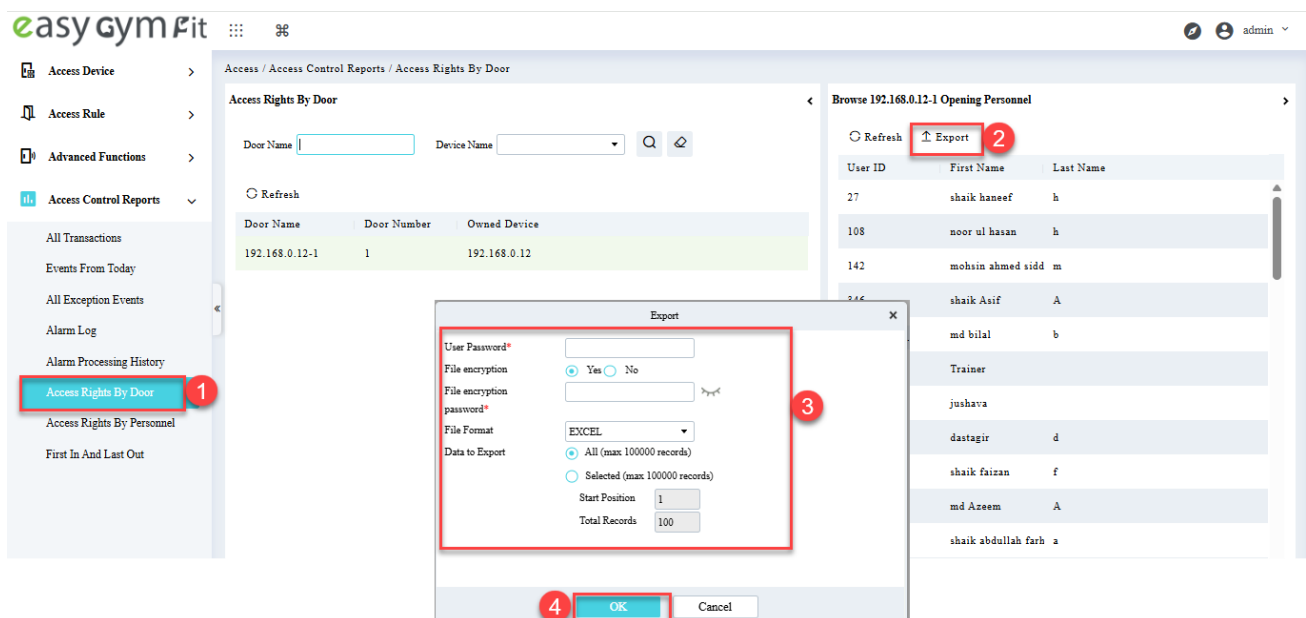
## 2.6.6 Access Rights by Door

View related access levels by door. Click **Access Control Reports > Access Rights by Door**, the data list in the left side shows all doors in the system, select a door, the personnel having access levels to the door will be displayed on the right data list.



### Export

Click **Export**, enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**. User can export all the personnel having access levels to the door data in Excel, PDF, CSV format.



## 2.6.7 Access Rights by Personnel

View related access levels by door or personnel.

Click **Access Control Reports > Access Rights by Personnel**, the data list in the left side shows all doors in the system, select personnel, the personnel having access levels to the door will display on the right data list.

### Export

Click **Export**, enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**. User can export all the door information in Excel, PDF, CSV format.

## 2.6.8 First In and Last Out

Click **Access Control Reports > First in And Last Out** to view the First and the Last time interval.

easy gym fit

Access / Access Control Reports / First In And Last Out

Time From 2024-10-17 00:00:00 To 2025-01-17 23:59:59 User ID More

Refresh Clear All Data Export

| User ID | First Name | Last Name | First in-Reader Name | First in Time       | Last Out-Reader Name | Last Out Time       |
|---------|------------|-----------|----------------------|---------------------|----------------------|---------------------|
| 1       | Rashvanth  | AS        | 10.10.20.41-1-In     | 2025-01-10 16:51:18 | 10.10.20.41-1-In     | 2025-01-10 18:21:59 |
| 1       | Rashvanth  | AS        | 10.10.20.41-1-In     | 2025-01-13 09:31:07 | 10.10.20.41-1-In     | 2025-01-13 17:59:55 |

< 1 2 3 4 5 > 50 rows per page Total of 2 records

### Clear All Data

Click **Access > Advanced Control Reports > First in and Last Out**, click **Clear All Data** button under Operations. Click **OK** to clear all data.

easy gym fit

Access / Access Control Reports / First In And Last Out

Time From 2024-10-17 00:00:00 To 2025-01-17 23:59:59 User ID More

Refresh Clear All Data Export

| User ID | First Name | Last Name | First in-Reader Name | First in Time       | Last Out-Reader Name | Last Out Time       |
|---------|------------|-----------|----------------------|---------------------|----------------------|---------------------|
| 1       | Rashvanth  | AS        | 10.10.20.41-1-In     | 2025-01-10 16:51:18 | 10.10.20.41-1-In     | 2025-01-10 18:21:59 |
| 1       | Rashvanth  | AS        | 10.10.20.41-1-In     | 2025-01-13 09:31:07 | 10.10.20.41-1-In     | 2025-01-13 17:59:55 |

< 1 2 3 4 5 > 50 rows per page Total of 2 records

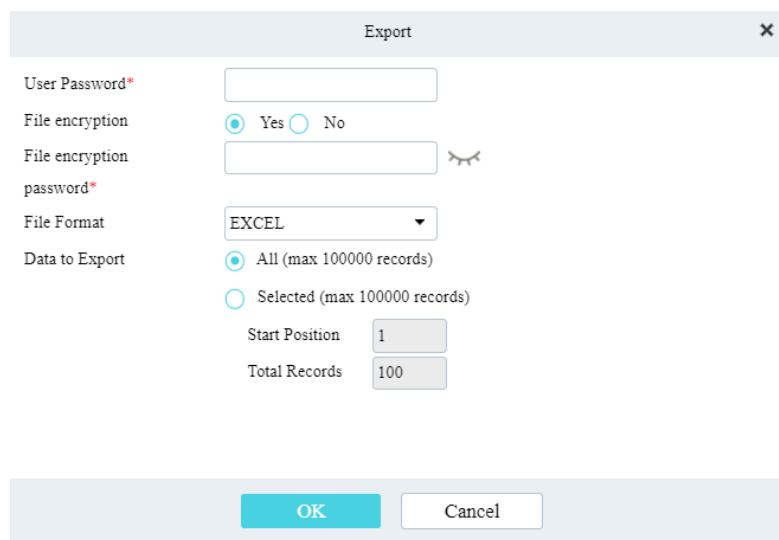
Prompt

Are you sure to clear all records?


OK Cancel

## Export

Click **Export**, enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**.



The image shows a software dialog box titled "Export" with a close button (X) in the top right corner. The dialog contains several input fields and options for exporting data. The fields are arranged vertically on the left side of the dialog. The "User Password\*" field is a text input. The "File encryption" section has two radio buttons: "Yes" (selected) and "No". Below this is another text input field for the "File encryption password\*", followed by a small icon of a key. The "File Format" is a dropdown menu currently showing "EXCEL". The "Data to Export" section has two radio buttons: "All (max 100000 records)" (selected) and "Selected (max 100000 records)". Below these are two more input fields: "Start Position" with the value "1" and "Total Records" with the value "100". At the bottom of the dialog, there are two buttons: "OK" (highlighted in blue) and "Cancel".

|                           |  |
|---------------------------|--|
| User Password*            | <input type="text"/>   |
| File encryption           | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| File encryption password* | <input type="text"/>            |
| File Format               | EXCEL ▼  |
| Data to Export            | <input checked="" type="radio"/> All (max 100000 records)<br><input type="radio"/> Selected (max 100000 records) |
| Start Position            | <input type="text" value="1"/>   |
| Total Records             | <input type="text" value="100"/>   |

OK Cancel

## 3 System Management

System settings primarily involve assigning system users (such as company management users, registrars, and access control administrators), configuring the roles for corresponding modules, managing the database, setting system parameters, and viewing operation logs, among other tasks.

### 3.1 Operation Log

#### Operation Steps

Click **System > System Management > Operation Log**.

| Operator | Time                | IP Address   | Module | Object | Operation  | Operation Detail                                | Result  | Time (ms) |
|----------|---------------------|--------------|--------|--------|------------|---|---------|-----------|
| admin    | 2025-09-29 10:10:48 | 10.10.20.248 | System | User   | User Login | User Login:admin;                               | Success | 17        |
| admin    | 2025-09-29 10:10:30 | 10.10.20.248 | System | User   | User Login | Incorrect username or password. Current account | Failure | 104       |
| admin    | 2025-09-29 09:47:46 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 122       |
| admin    | 2025-09-26 17:07:00 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 13        |
| admin    | 2025-09-26 14:42:17 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 20        |
| admin    | 2025-09-26 14:41:55 | 10.10.20.95  | System | User   | User Login | Incorrect username or password. Current account | Failure | 17        |
| admin    | 2025-09-26 14:20:52 | 127.0.0.1    | System | User   | User Login | User Login:admin;                               | Success | 8         |
| admin    | 2025-09-26 11:56:07 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 8         |
| admin    | 2025-09-26 11:40:14 | 10.10.20.248 | System | User   | User Login | User Login:admin;                               | Success | 8         |
| admin    | 2025-09-26 10:11:31 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 13        |
| admin    | 2025-09-25 14:34:33 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 17        |

All operation logs are displayed in this page. User can query specific logs by conditions.

#### Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the operation log.

#### Export

Export the operation log records and save to local. User can export to Excel, PDF, TXT or CSV file. See the following figure.

| Operator | Time                | IP Address   | Module | Object | Operation  | Operation Detail  | Result  | Time (ms) |
|----------|---------------------|--------------|--------|--------|------------|-------------------|---------|-----------|
| admin    | 2025-09-29 10:10:48 | 10.10.20.248 | System | User   | User Login | User Login:admin; | Success | 17        |
| admin    | 2025-09-29 10:10:30 | 10.10.20.24  | System | User   | User Login | account           | Failure | 104       |
| admin    | 2025-09-29 09:47:46 | 10.10.20.95  | System | User   | User Login | User Login:admin; | Success | 122       |
| admin    | 2025-09-26 17:07:00 | 10.10.20.95  | System | User   | User Login | User Login:admin; | Success | 13        |
| admin    | 2025-09-26 14:42:17 | 10.10.20.95  | System | User   | User Login | User Login:admin; | Success | 20        |
| admin    | 2025-09-26 14:41:55 | 10.10.20.95  | System | User   | User Login | account           | Failure | 17        |
| admin    | 2025-09-26 14:20:52 | 127.0.0.1    | System | User   | User Login | User Login:admin; | Success | 8         |
| admin    | 2025-09-26 11:56:07 | 10.10.20.95  | System | User   | User Login | User Login:admin; | Success | 8         |
| admin    | 2025-09-26 11:40:14 | 10.10.20.24  | System | User   | User Login | User Login:admin; | Success | 8         |
| admin    | 2025-09-26 10:11:31 | 10.10.20.95  | System | User   | User Login | User Login:admin; | Success | 13        |
| admin    | 2025-09-25 14:34:33 | 10.10.20.95  | System | User   | User Login | User Login:admin; | Success | 17        |

## View Log

Click View Log to see the logs for info, warning, and error.

System Management / Operation Log

Operator: [ ] Time: 2025-06-29 00:00:00 To: 2025-09-29 23:59:59 More [ ] [ ]

Refresh Export view log Log Download

| Operator | Time                    | IP Address        | Module | Object   | Operation                | Operation Detail  | Result  | Time (ms) |
|----------|-------------------------|-------------------|--------|--|--------------------------|-------------------|---------|-----------|
| admin    | 2025-09-29 10:10:48     | 10.10.20.248      | System | User   | User Login               | User Login:admin; | Success | 17        |
| admin    | 2025-09-29 09:37:05.889 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.268 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.420 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.423 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.424 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.427 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.428 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.430 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.431 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.432 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.433 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.434 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.435 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.436 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.437 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.437 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.438 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.439 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.536 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.549 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.550 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.631 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.645 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:06.646 | [poolScheduler1]  | INFO   | com.zkteco.zkbiorecurity.pers.service.impl.PersPersonServiceImpl | - Transmissi             |                   |         |           |
| admin    | 2025-09-29 09:37:39.263 | [pool-4-thread-1] | INFO   | com.zkteco.zkbiorecurity.guard.biz.LicenseCheckBiz               | - start license check--- |                   |         |           |

Close

## Log Download

Click Log Download, Enter the user password then click Ok to download the log.

System Management / Operation Log

Operator: [ ] Time: 2025-06-29 00:00:00 To: 2025-09-29 23:59:59 More [ ] [ ]

Refresh Export view log Log Download

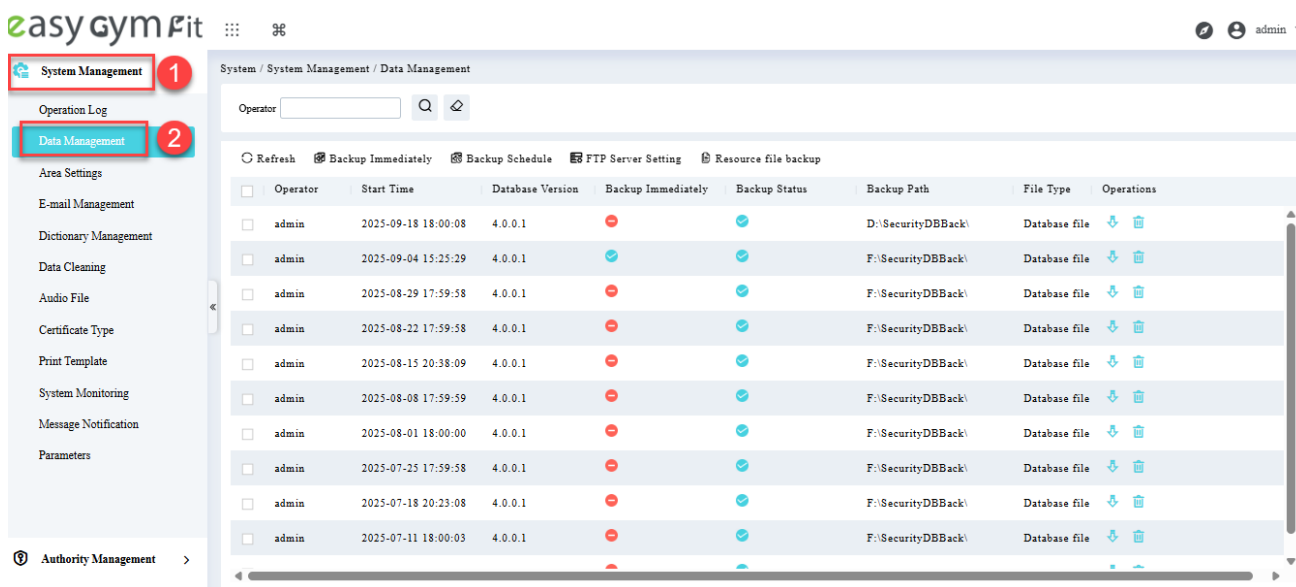
| Operator | Time                | IP Address   | Module | Object | Operation  | Operation Detail                                | Result  | Time (ms) |
|----------|---------------------|--------------|--------|--------|------------|---|---------|-----------|
| admin    | 2025-09-29 10:10:48 | 10.10.20.248 | System | User   | User Login | User Login:admin;                               | Success | 17        |
| admin    | 2025-09-29 10:10:30 | 10.10.20.248 | System | User   | User Login | Incorrect username or password. Current account | Failure | 104       |
| admin    | 2025-09-29 09:47:46 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 122       |
| admin    | 2025-09-26 17:07:00 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 13        |
| admin    | 2025-09-26 14:42:17 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 20        |
| admin    | 2025-09-26 14:41:55 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Failure | 17        |
| admin    | 2025-09-26 14:20:52 | 127.0.0.1    | System | User   | User Login | User Login:admin;                               | Success | 8         |
| admin    | 2025-09-26 11:56:07 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 8         |
| admin    | 2025-09-26 11:40:14 | 10.10.20.248 | System | User   | User Login | User Login:admin;                               | Success | 8         |
| admin    | 2025-09-26 10:11:31 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 13        |
| admin    | 2025-09-25 14:34:33 | 10.10.20.95  | System | User   | User Login | User Login:admin;                               | Success | 17        |

User Password\* [ ] OK Cancel

### 3.1.1 Data Management

#### Operation Steps

Click on **System > System Management > Data Management**.



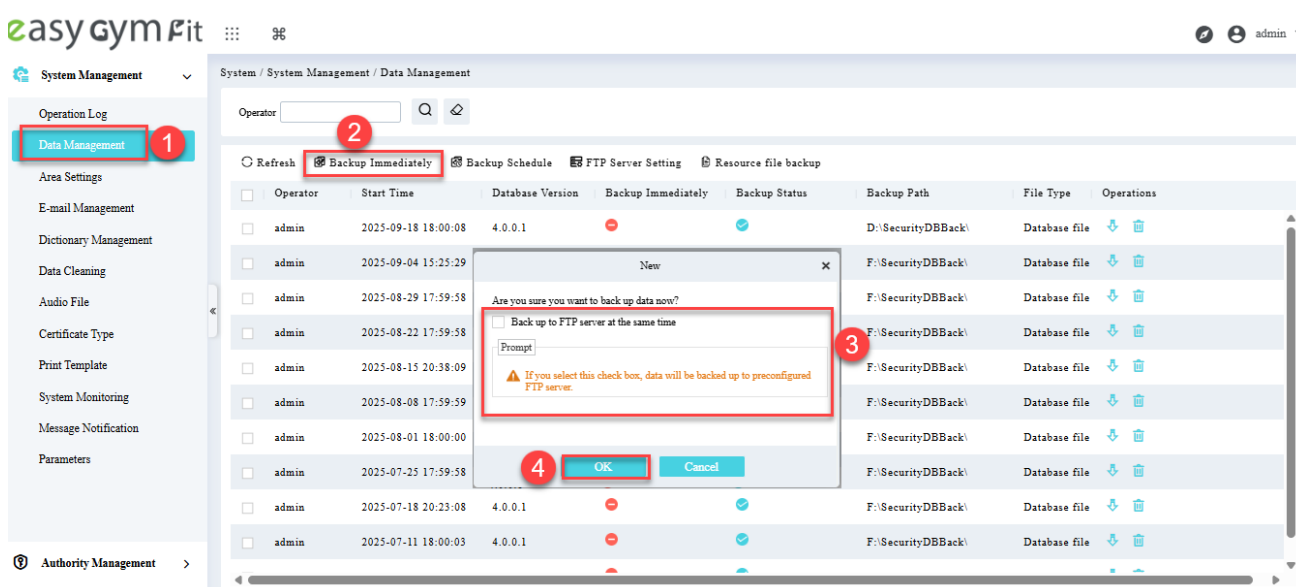
All history operation logs about data backup are displayed in this page. User can refresh, backup and schedule backup database as required.

#### Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the operation log.

#### Backup Immediately

Click **Backup Immediately**. Backup data to the path set in installation right now.

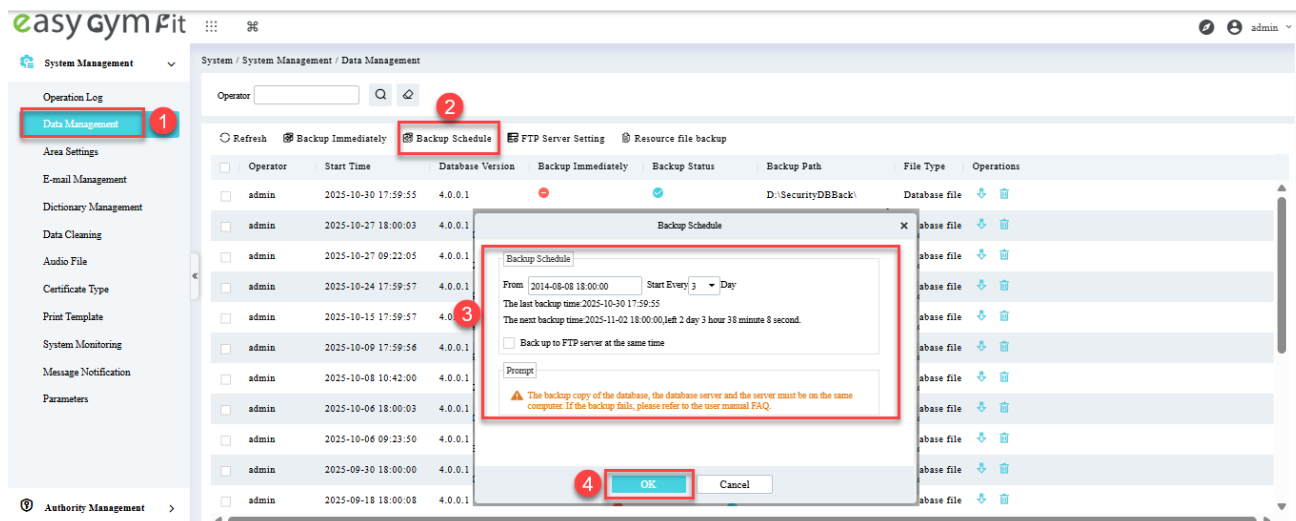




**Note:** The default backup path for the system is the path selected during the software installation. For details, refer to 'Software Installation Guide.'

## Backup Schedule

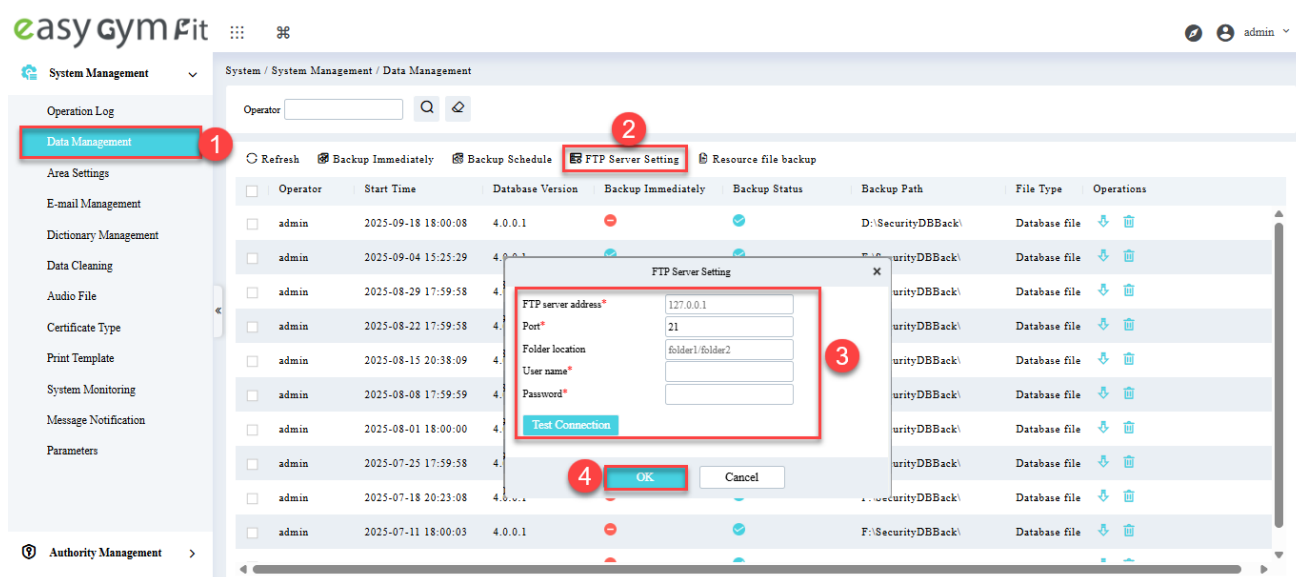
**Step 1: Click on Backup Schedule.**



**Step 2: Set the start time, set the interval between two automatic backups, click OK.**

## FTP Server Setting

When the send mode is FTP Send Method, FTP parameters should be set. The parameters are FTP Server Address, Server Port, Folder Location, Username, and Password.



| Parameter          | Description   |
|--------------------|---|
| FTP Server Address | Enter the address FTP Server Address E.g.: such as 192.168.1.10.  |
| Port               | Enter the port number.  |
| Folder Location    | Enter the Folder location.  |
| Username           | Enter the Username of the FTP server.   |
| Password           | Enter the password for the FTP server.  |
| Test Connection    | After configuring the FTP parameters, click Test Connection to test whether the FTP server is communicating normally. |

After the setup is completed, click the OK button, save and return to the Data Management interface.

## Resource File Backup

Click Resource File Backup to start the backup of the resource file, and then click the OK.

The screenshot displays the 'System Management / Data Management' interface. On the left sidebar, 'Data Management' is highlighted with a red box and a red circle labeled '1'. In the main area, the 'Resource file backup' button is highlighted with a red box and a red circle labeled '2'. Below this, a table lists backup operations with columns: Operator, Start Time, Database Version, Backup Immediately, Backup Status, Backup Path, File Type, and Operations. A modal dialog box is open over the table, asking 'Are you want to perform the Resource file backup operation?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box and a red circle labeled '3'.

| Operator | Start Time          | Database Version | Backup Immediately | Backup Status | Backup Path        | File Type     | Operations |
|----------|---------------------|------------------|--------------------|---------------|--------------------|---------------|------------|
| admin    | 2025-09-18 18:00:08 | 4.0.0.1          | ❌                  | ✅             | D:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-09-04 15:25:29 | 4.0.0.1          | ✅                  | ✅             | F:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-08-29 17:59:58 | 4.0.0.1          | ❌                  | ✅             | F:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-08-22 17:59:58 | 4.0.0.1          |                    |               | F:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-08-15 20:38:09 | 4.0.0.1          |                    |               | F:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-08-08 17:59:59 | 4.0.0.1          |                    |               | F:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-08-01 18:00:00 | 4.0.0.1          |                    |               | F:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-07-25 17:59:58 | 4.0.0.1          | ❌                  | ✅             | F:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-07-18 20:23:08 | 4.0.0.1          | ❌                  | ✅             | F:\SecurityDBBack\ | Database file | 📄 🗑️       |
| admin    | 2025-07-11 18:00:03 | 4.0.0.1          | ❌                  | ✅             | F:\SecurityDBBack\ | Database file | 📄 🗑️       |

## Download

Click **Download**, then click **Ok** to download the operation.

The screenshot shows the 'Data Management' section of the easyGymFit system. The left sidebar has 'Data Management' highlighted with a red box and a red circle '1'. The main table lists backup operations for the 'admin' operator. The second row is highlighted in green. In the 'Operations' column of this row, the 'Download' icon (a blue arrow pointing down) is highlighted with a red box and a red circle '2'. A 'Download' dialog box is open in the center, asking 'Are you want to perform the Download operation?'. The 'OK' button in this dialog is highlighted with a red box and a red circle '3'.

| Operator | Start Time          | Database Version | Backup Immediately | Backup Status | Backup Path        | File Type     | Operations |
|----------|---------------------|------------------|--------------------|---------------|--------------------|---------------|------------|
| admin    | 2025-09-18 18:00:08 | 4.0.0.1          | -                  | ✓             | D:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-09-04 15:25:29 | 4.0.0.1          | ✓                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-08-29 17:59:58 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-08-22 17:59:58 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-08-15 20:38:09 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-08-08 17:59:59 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-08-01 18:00:00 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-07-25 17:59:58 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-07-18 20:23:08 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |
| admin    | 2025-07-11 18:00:03 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Download   |

## Delete

Select the operator, click **Delete**, and then click **OK** to delete the operator.

The screenshot shows the 'Data Management' section of the easyGymFit system. The left sidebar has 'Data Management' highlighted with a red box and a red circle '1'. The main table lists backup operations for the 'admin' operator. The second row is highlighted in green. In the 'Operations' column of this row, the 'Delete' icon (a red trash can) is highlighted with a red box and a red circle '2'. A 'Prompt' dialog box is open in the center, asking 'Are you sure you want to perform the delete operation?'. The 'OK' button in this dialog is highlighted with a red box and a red circle '3'.

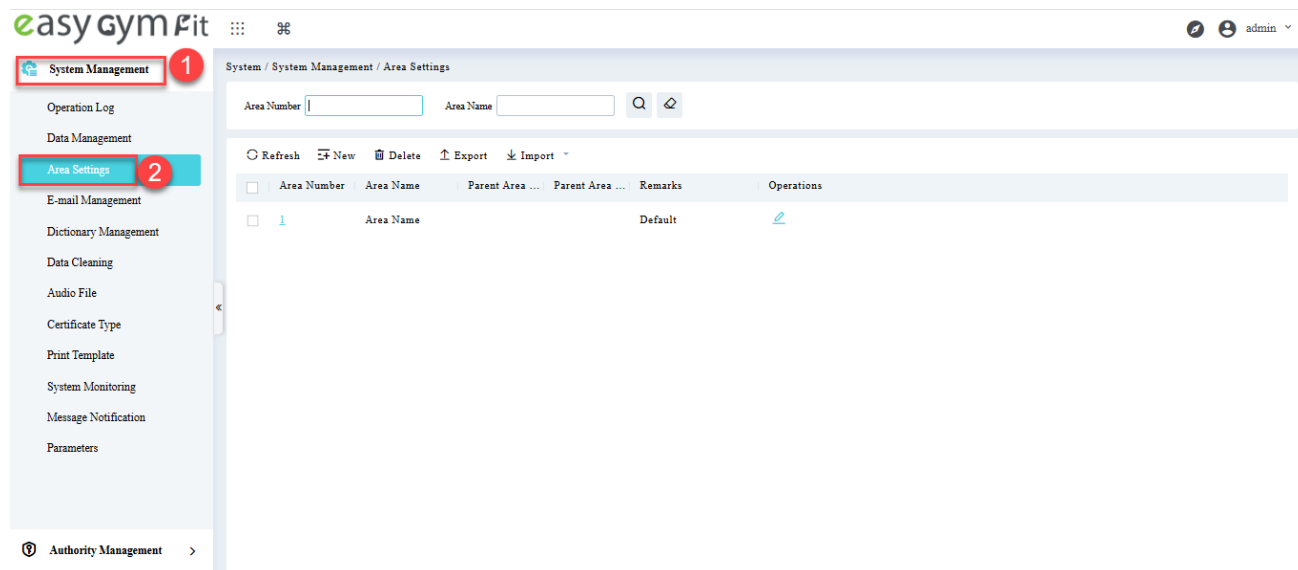
| Operator | Start Time          | Database Version | Backup Immediately | Backup Status | Backup Path        | File Type     | Operations |
|----------|---------------------|------------------|--------------------|---------------|--------------------|---------------|------------|
| admin    | 2025-09-18 18:00:08 | 4.0.0.1          | -                  | ✓             | D:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-09-04 15:25:29 | 4.0.0.1          | ✓                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-08-29 17:59:58 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-08-22 17:59:58 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-08-15 20:38:09 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-08-08 17:59:59 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-08-01 18:00:00 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-07-25 17:59:58 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-07-18 20:23:08 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |
| admin    | 2025-07-11 18:00:03 | 4.0.0.1          | -                  | ✓             | F:\SecurityDBBack\ | Database file | Delete     |

### 3.1.2 Area Settings

Area is a spatial concept which enables the user to manage devices in a specific area. After area setting, devices (doors) can be filtered by area upon real-time monitoring.

The system, by default, has an area named Headquarters and numbered 1.

Click **System > System Management > Area Settings**.



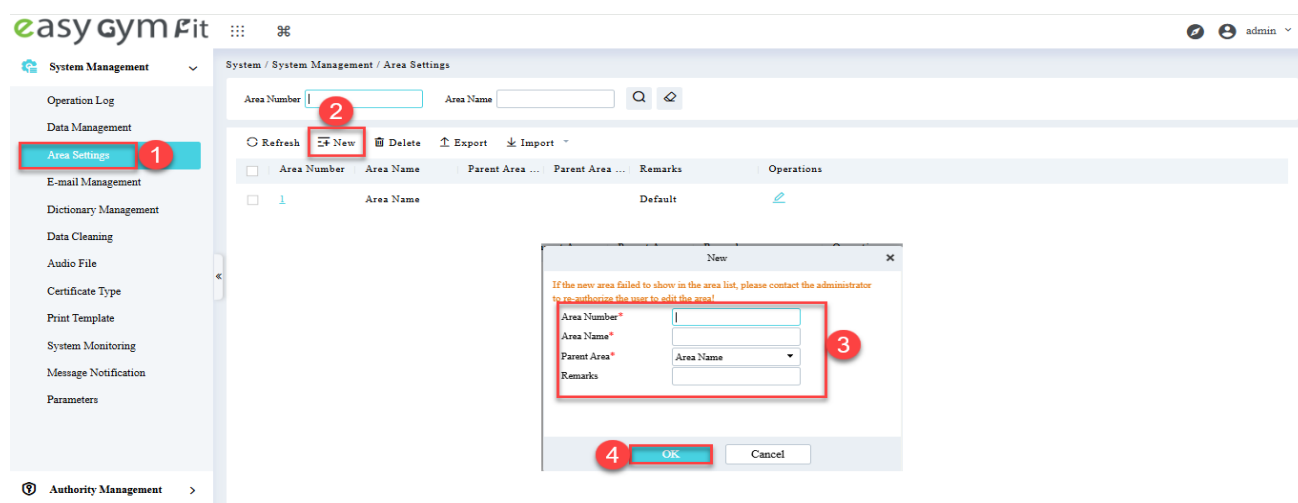
#### Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the area setting page.

#### New

Step 1: Click **System > System Management > Area Settings > New**.

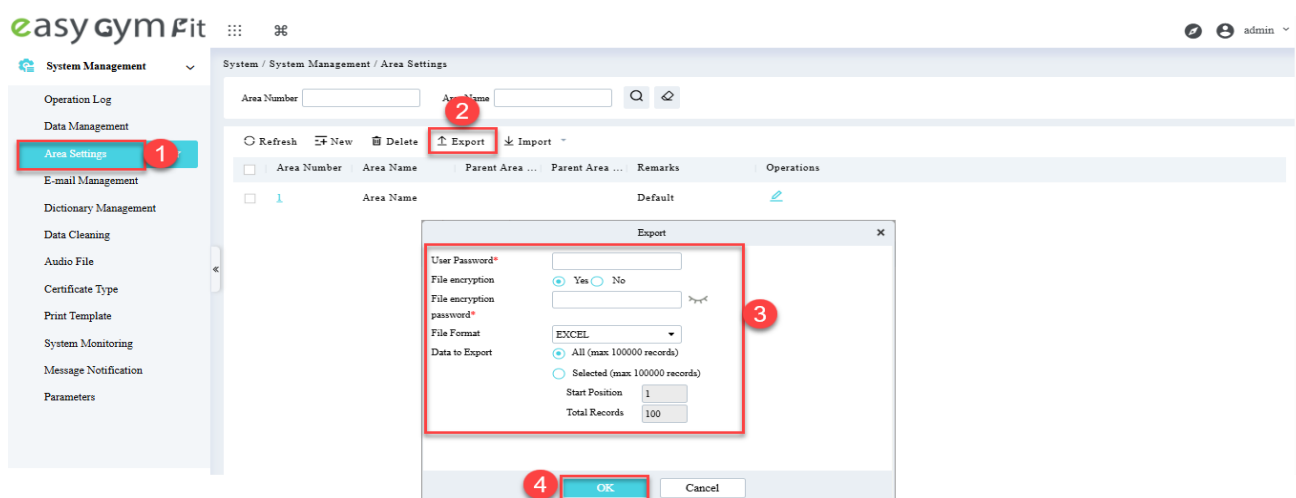
Step 2: Click **OK** to finish adding.



| Parameter   | Description   |
|-------------|---|
| Area Number | Enter the area number. It must be unique.                       |
| Area Name   | Enter the area name. Any characters with a length less than 30. |
| Parent Area | Determine the area structure of system.                         |

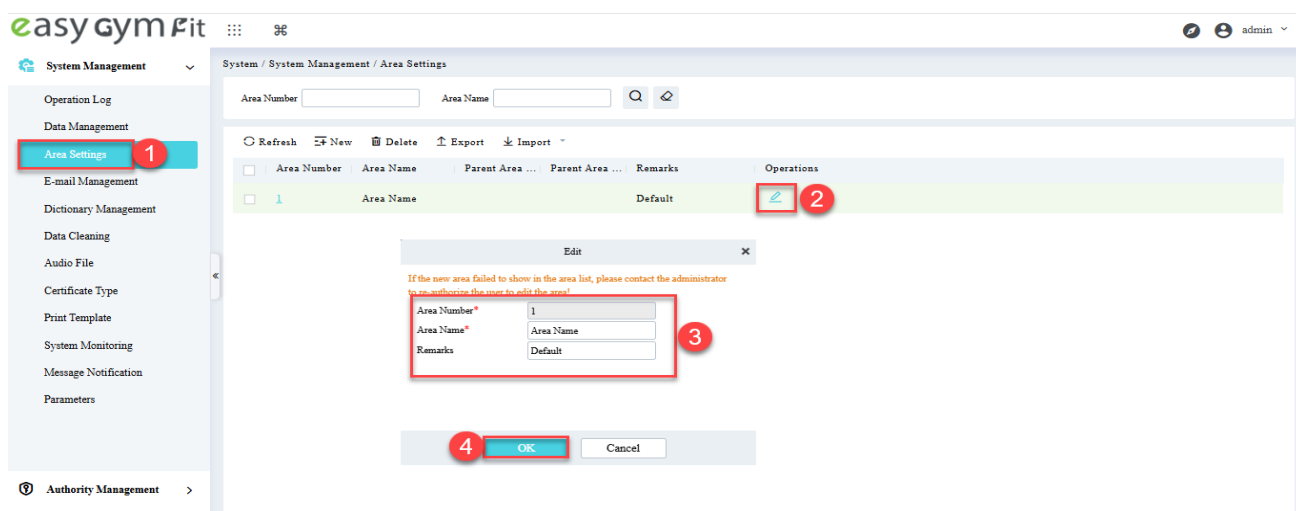
## Export

Export the Area settings record, save to local. User can export to Excel, PDF, TXT or CSV file. Click Export See the following figure.



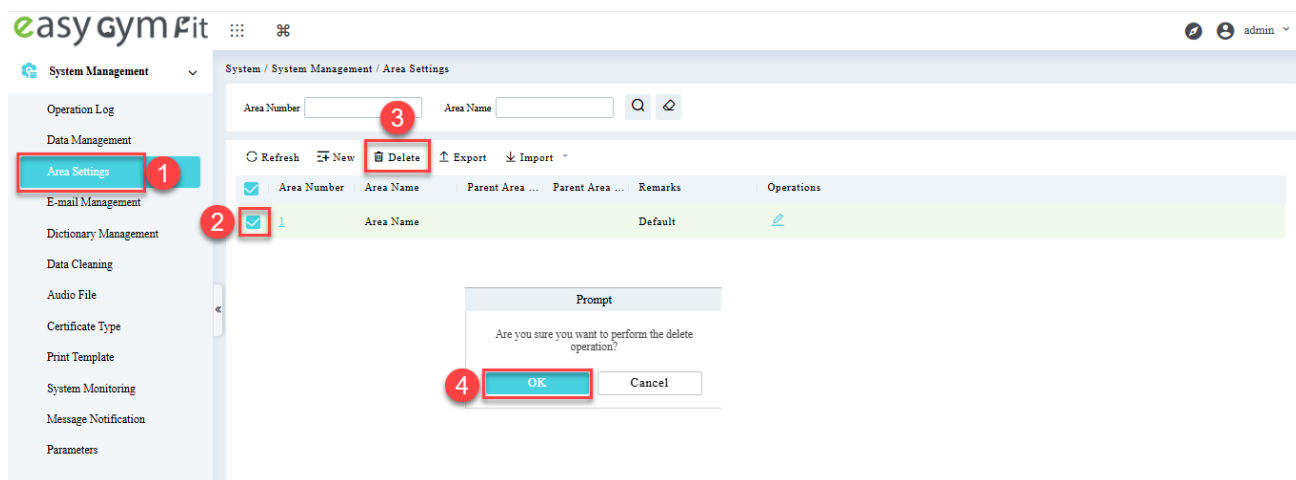
## Edit

Click **Edit** under **Operations** to access the page for editing. After making changes, click **OK** to save the settings.



## Delete an area

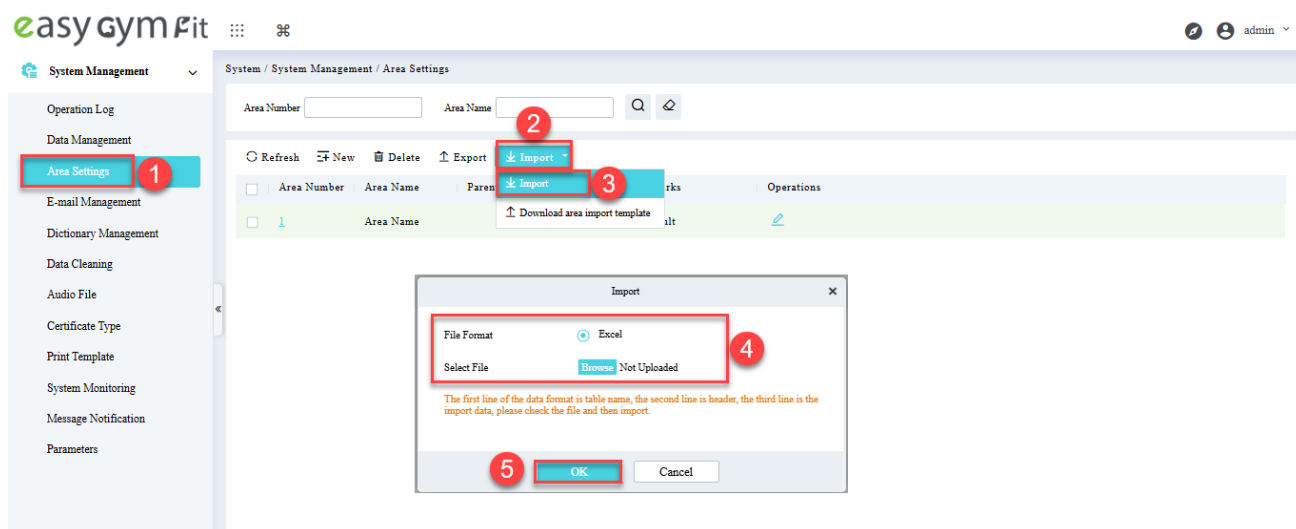
Select the area number click **Delete** and click **OK** to delete the area number.



## Import

If there is a personnel file in user computer, user can Import it into the system.

Step 1: Click Import.



Step 2: Select the file format to be imported (default is Excel) and choose the file to be imported.

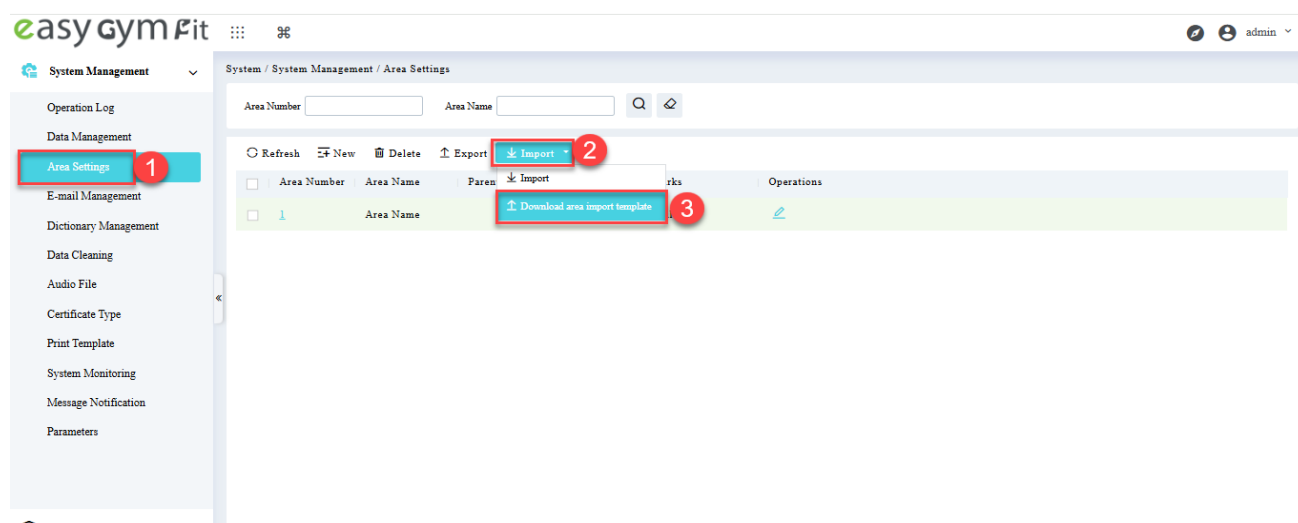
Step 3: If user wants to download the sample template excel file for importing, click the **Download Area Import Template**.

| area import template |           |                    |                  |         |
|----------------------|-----------|--------------------|------------------|---------|
| Area Number          | Area Name | Parent Area Number | Parent Area Name | Remarks |
|                      |           |                    |                  |         |

Step 4: Once the sample excel is downloaded, user can fill user data into it and save it. Then upload the saved file.

## Download Area Import

Click **Download Area Import** to get the area import template.

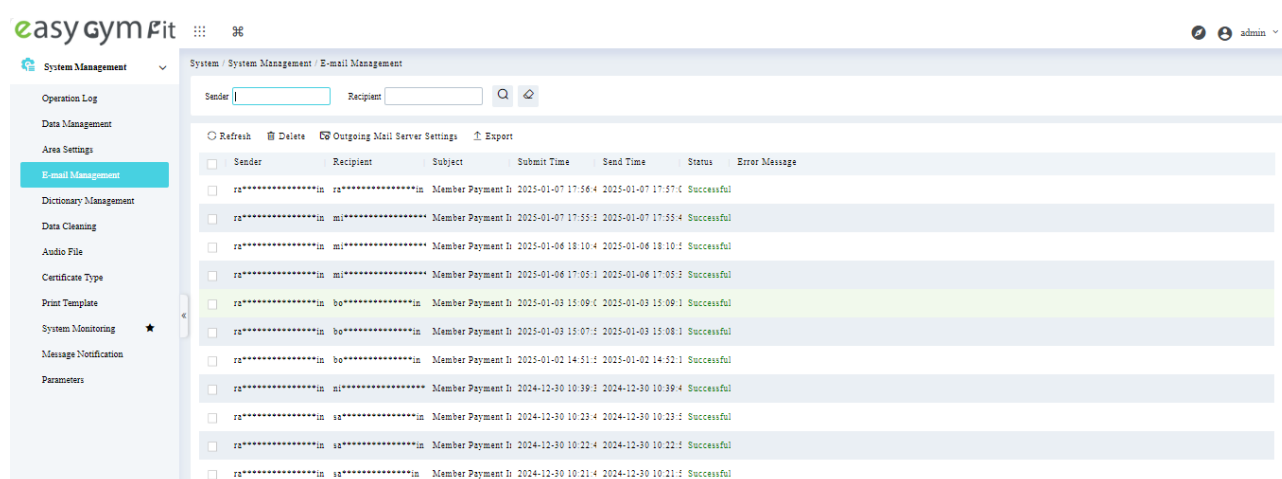


```
{
  "ret": "400",
  "msg": "The operation failed!",
  "data": null,
  "i18nArgs": null,
  "success": false
}
```

### 3.1.3 E-mail Management

Set the email sending server information. The recipient e-mail should be set in Linkage Settings.

Click **System > System Management > Email Management**.



## Refresh

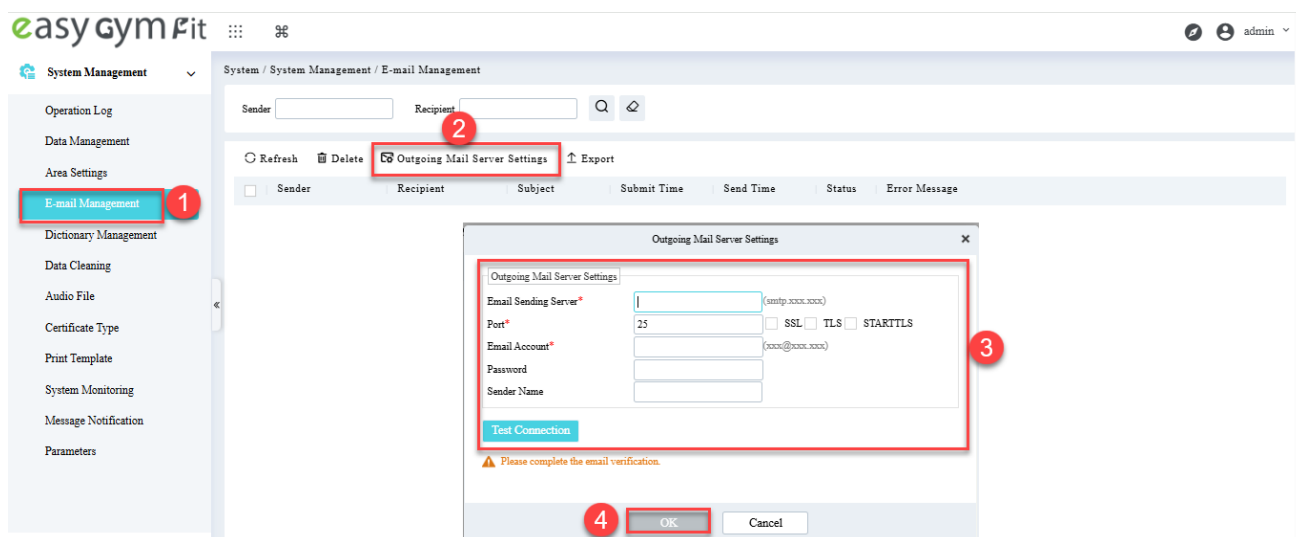
Click **Refresh** at the upper part of the list to get the most updated version of the Email management page.

## Delete

To delete an email management record, select and click **Delete**.

## Outgoing Mail Server Settings

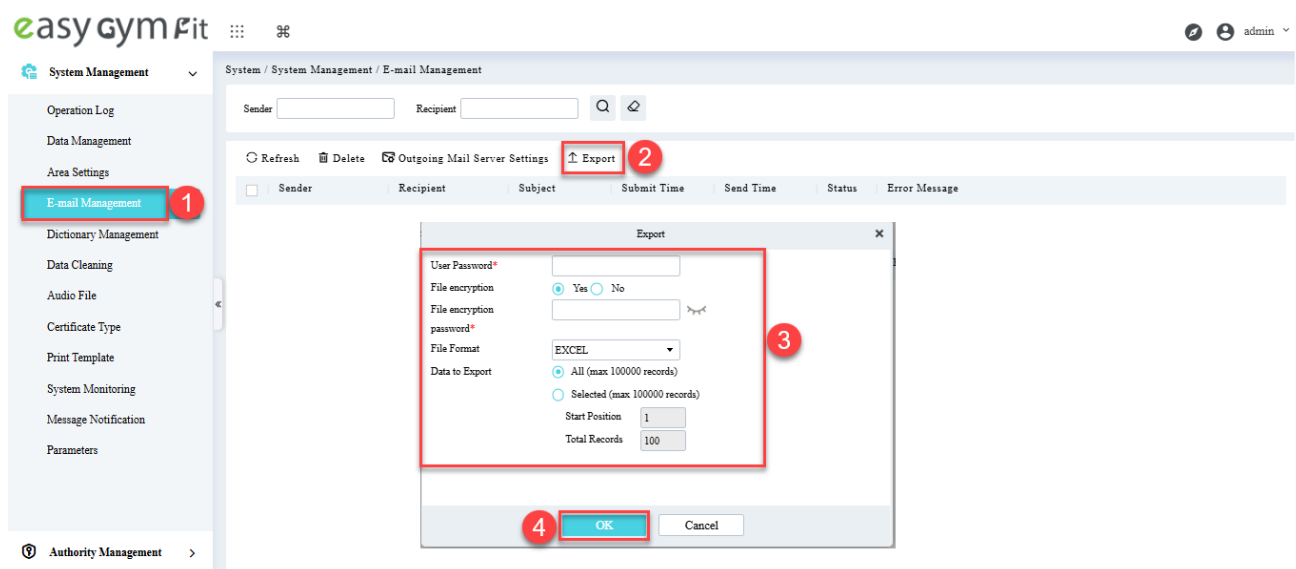
Click on **System > System Management > Email Management > Outgoing Mail Server Settings**.



**Note:** The domain name of E-mail address and E-mail sending server must be identical. For example, the Email address is test@gmail.com, and the E-mail sending server must be smtp.gmail.com.

## Export

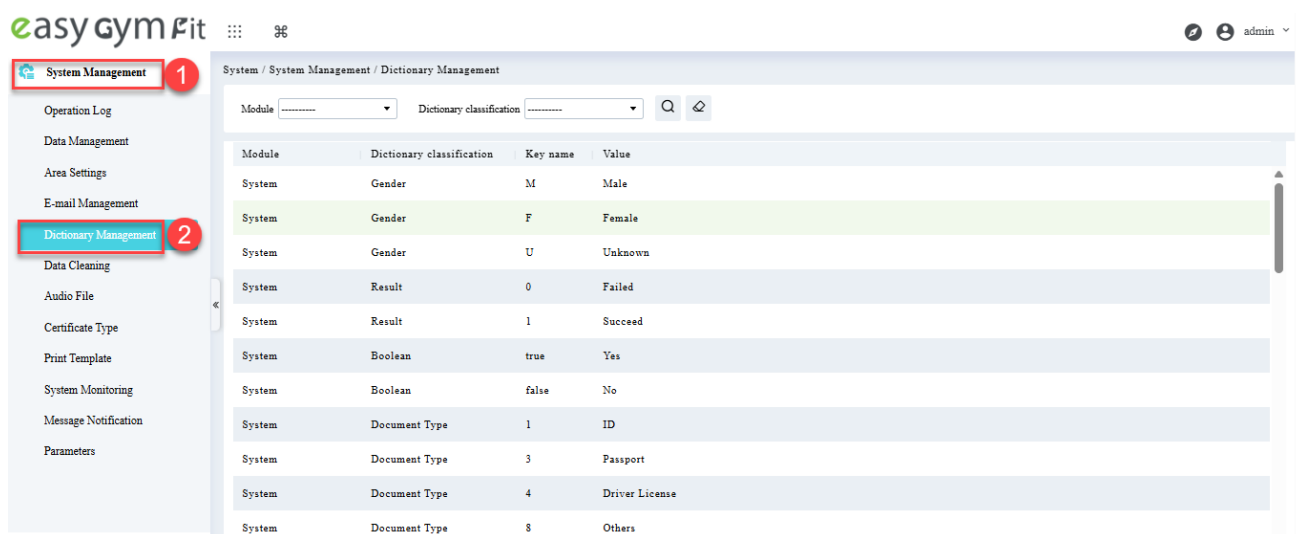
Export the E-mail management records, save to local. User can export to an Excel, PDF, TXT or CSV file. Click **Export** See the following figure.





### 3.1.4 Dictionary Management

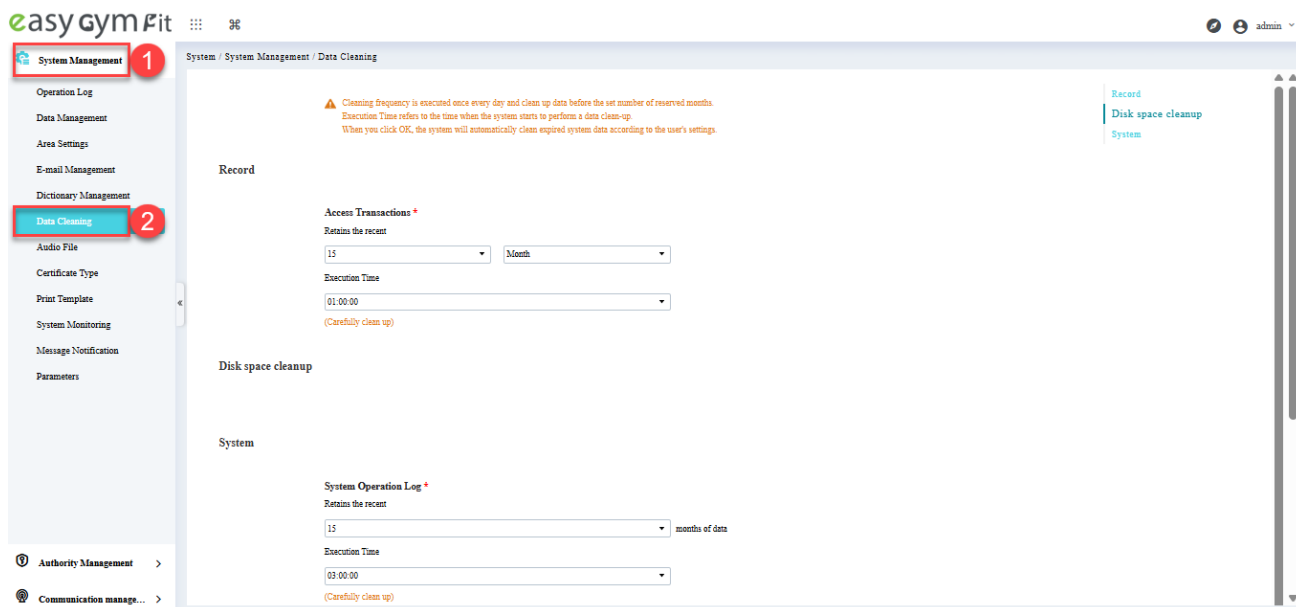
Data dictionary management function, users can find the meaning of error code and self-check software errors.



### 3.1.5 Data Cleaning

To save disk storage space, the expired data generated by the system must be cleaned up regularly.

Click **System** > **System Management** > **Data Cleaning**. The data cleaning frequency can be set to Day/Week/Month.



## Record

This option helps user to set the frequency of retain the recent data of the access transaction.

### Record

#### Access Transactions \*

Retains the recent

15

Month

Execution Time

01:00:00

(Carefully clean up)

## Disk Space Cleanup

In this option you can set the frequency of the retains the recent and also clean up the selected days data.

### Disk space cleanup

#### IVS Alarm Photos \*

Retains the recent

7

Day

Execution Time

01:00:00

Immediately Clean Up

## System

This option helps user to clean up the system operation log, device commands and database backup file.

## System

## System Operation Log \*

Retains the recent

 months of data

Execution Time

(Carefully clean up)

## Device Commands \*

Retains the recent

 months of data

Execution Time

[Immediately Clean Up](#)

## Database Backup File \*

Retains the recent

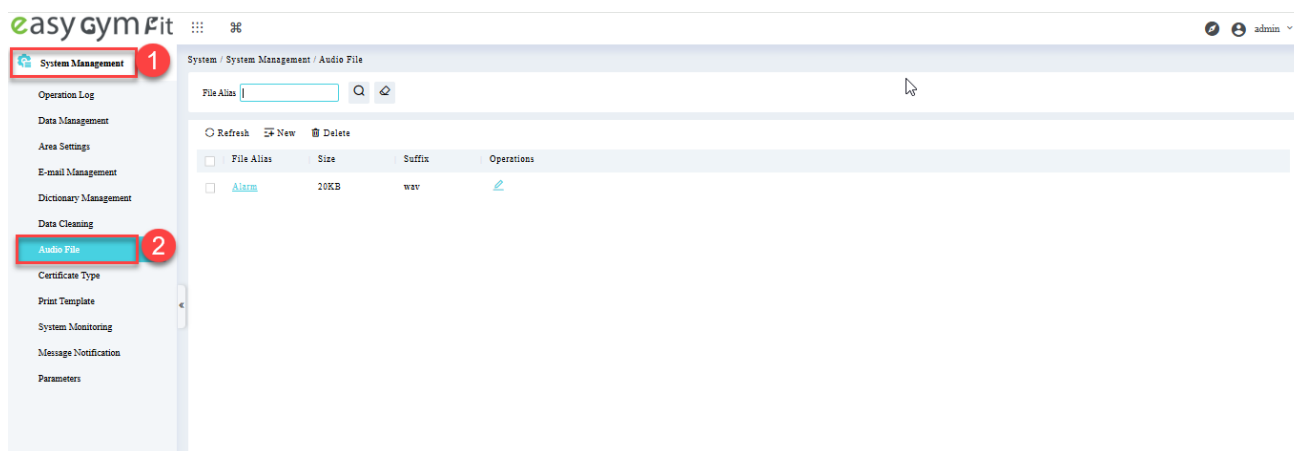
 months of data

Execution Time

[Immediately Clean Up](#)

## 3.1.6 Audio File

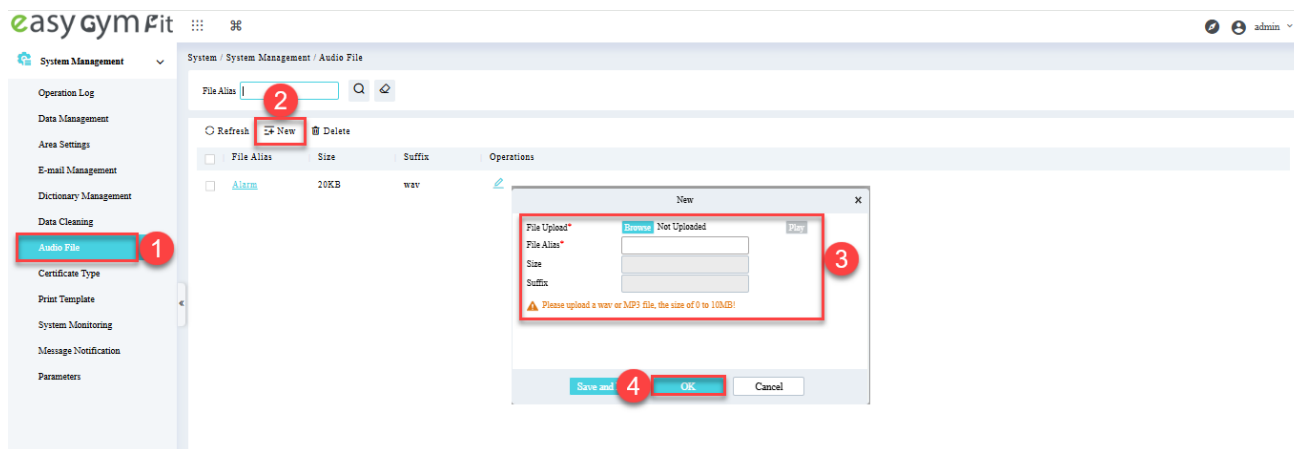
Click **System > System Management > Audio File** to open the following interface:



## New

### Operation Steps

**Step 1:** Click **System > System Management > Audio File > New**, the following window appears:



**Step 2:** Browse to upload an audio file locally. The file format must be in WAV or mp3 format and must not exceed 10MB in size.

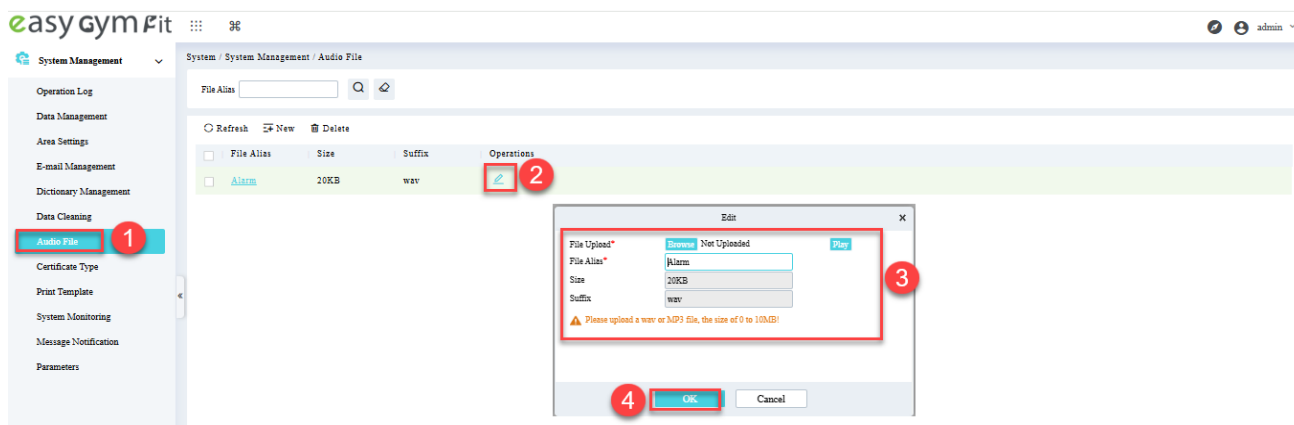
| Parameter         | Description  |
|-------------------|--|
| File Alias (Name) | Enter the file name. Any character, up to 30 characters.                     |
| Size              | After uploading the file, the file size is automatically generated.          |
| Suffix            | After uploading the file, the suffix of the file is automatically generated. |

## Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the Audio file page.

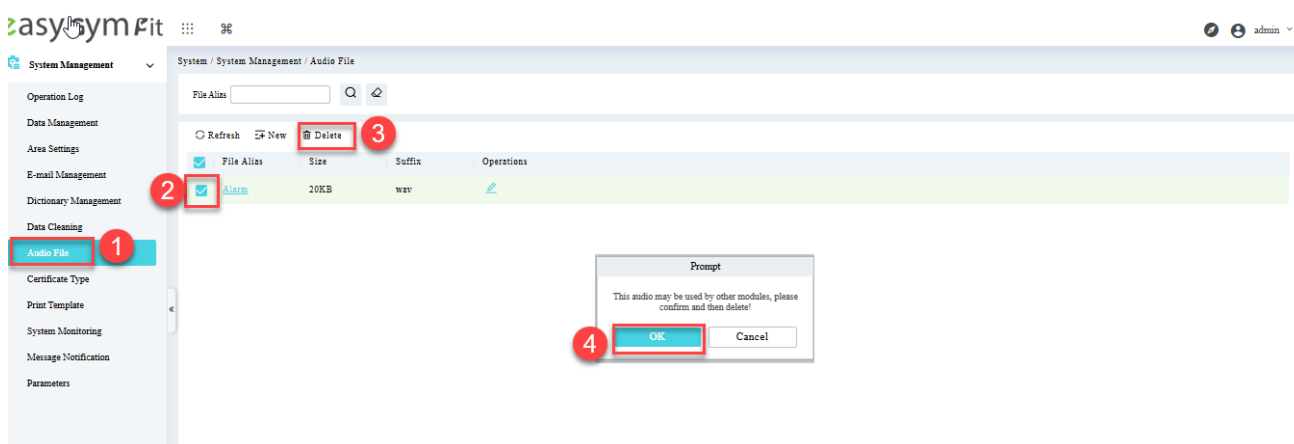
## Edit

Click the file name or **Edit** to edit the audio file details which support replacing the audio files and editing the file name. The "size" and "suffix" automatically change depending on the size and type of audio file being uploaded. After editing, click **OK**



## Delete

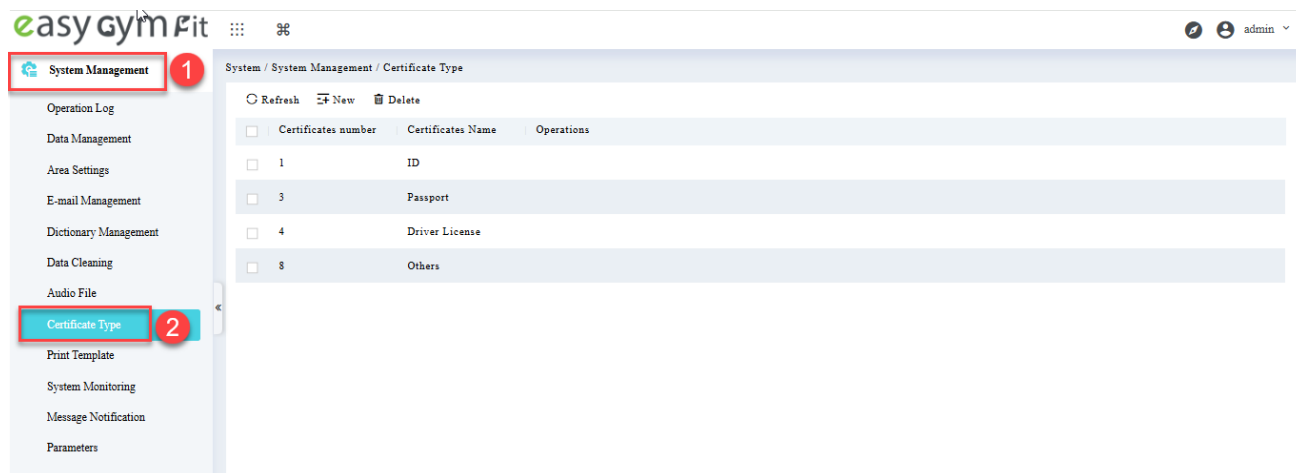
Select the specified audio file to delete and click **Delete**. Then click **OK** to save the setting.



### 3.1.7 Certificate Type

The system initializes 9 certificate types. User can add the required certificate type for personnel and visitor registration.

Click **System > System Management > Certificate Type**.



#### Refresh

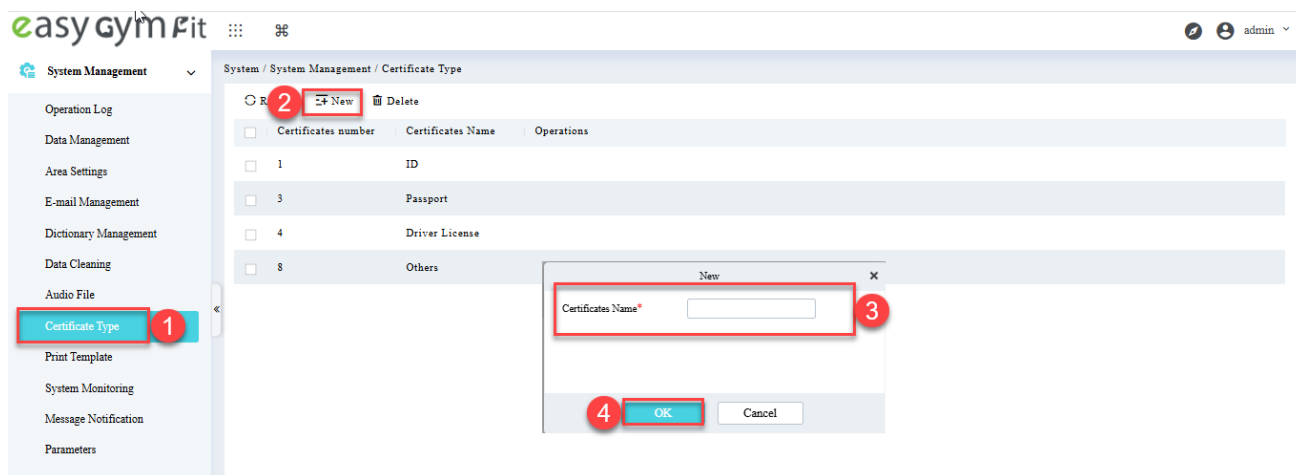
Click **Refresh** at the upper part of the list to get the most updated version of the certificate type page.

#### New

##### Operation Steps

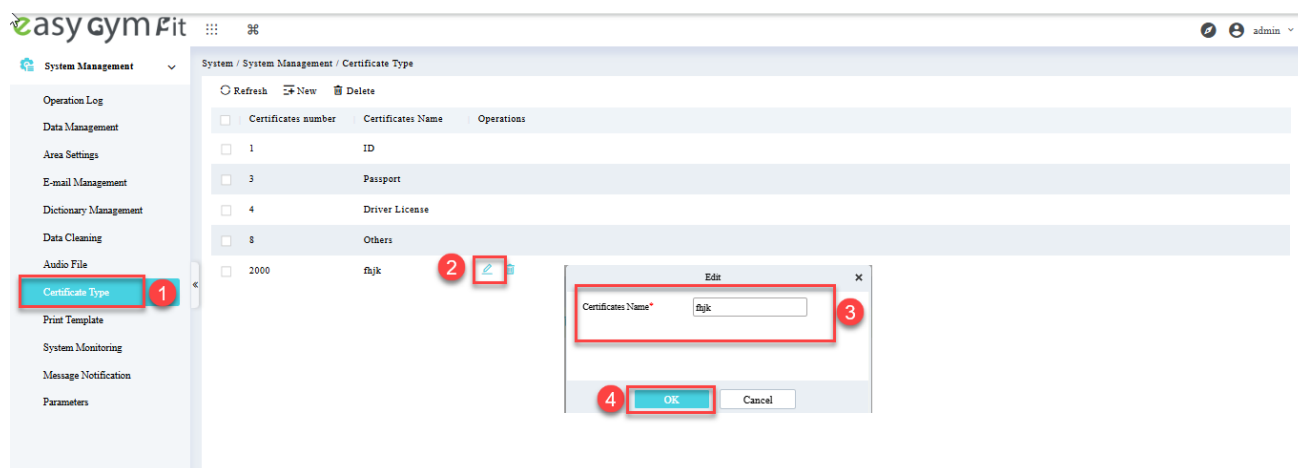
To add the certificates, click **System > System Management > Certificate Type > New**.

**Certificate Name:** Enter the certificate name.



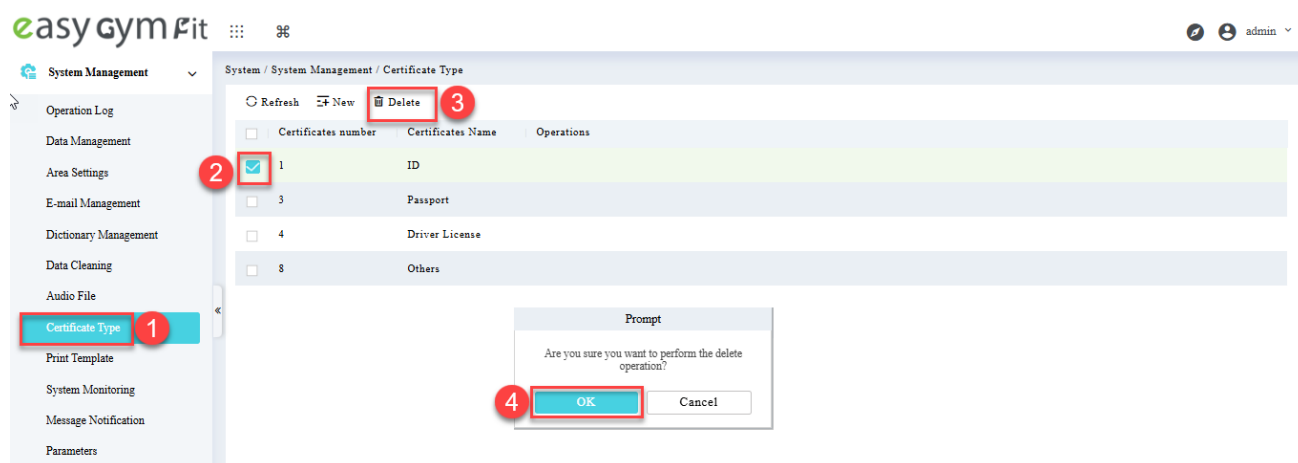
## Edit

Select the specified certificate to edit and click **Edit**. Then enter certificate name and click **OK** to save the setting.



## Delete

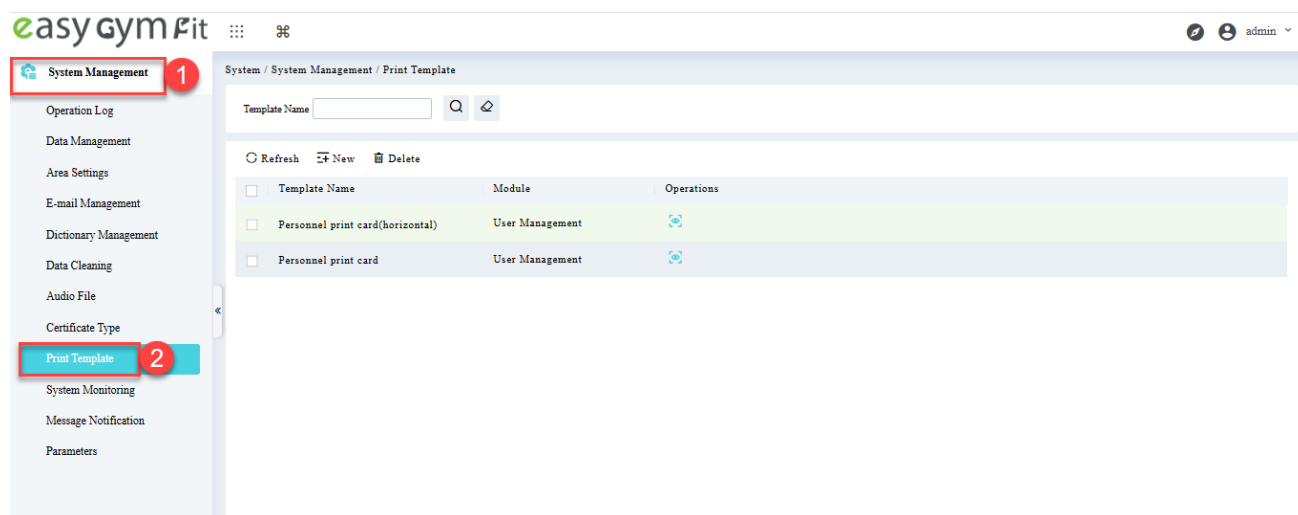
Select the specified certificate to delete and click **Delete**. Then click **OK** to save the setting.



### 3.1.8 Print Template

User can manage the template for different cards: Personnel print card template, Visitor receipt template/Card template are all configured here. The system initializes 5 types of personnel and visitor print templates.

**Step 1:** Click **System > System Management > Print template**.

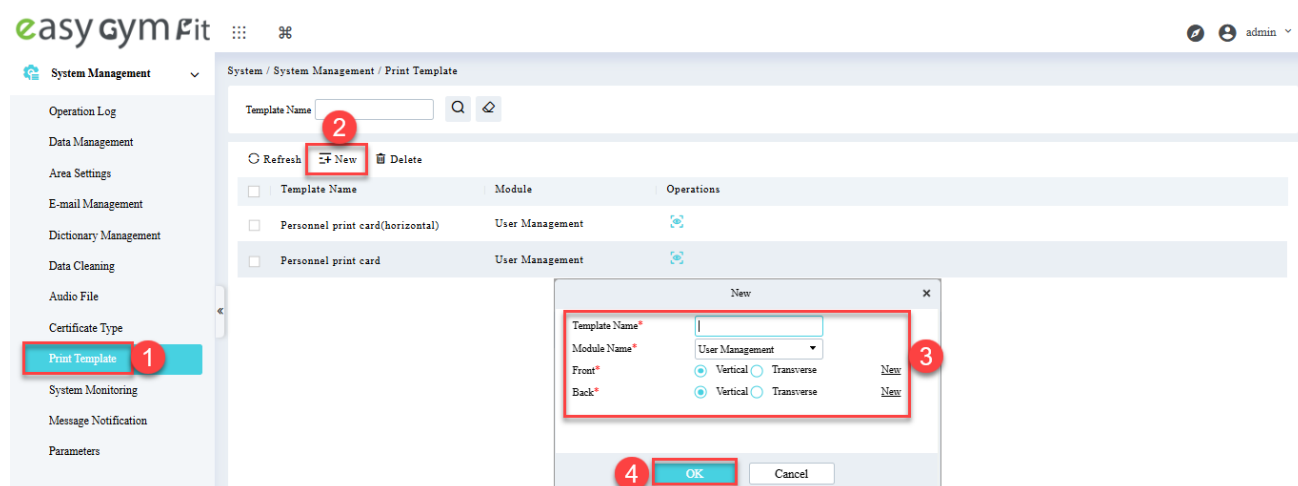


#### Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the Print Template page.

#### Add

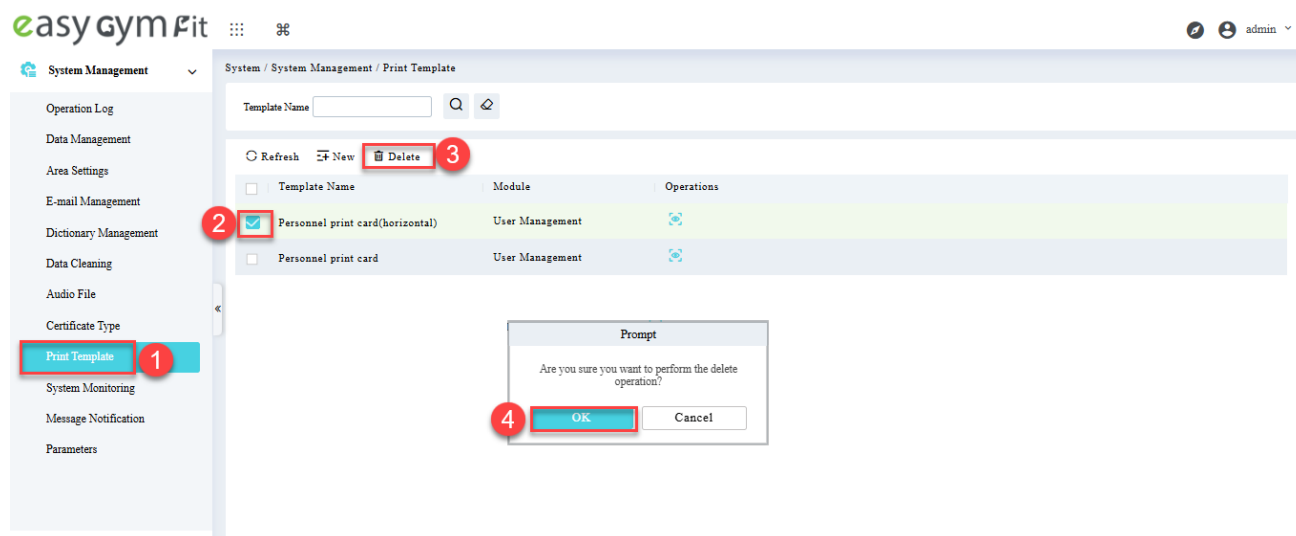
To add the certificates, click **System > System Management > Print Template > New**.





## Delete

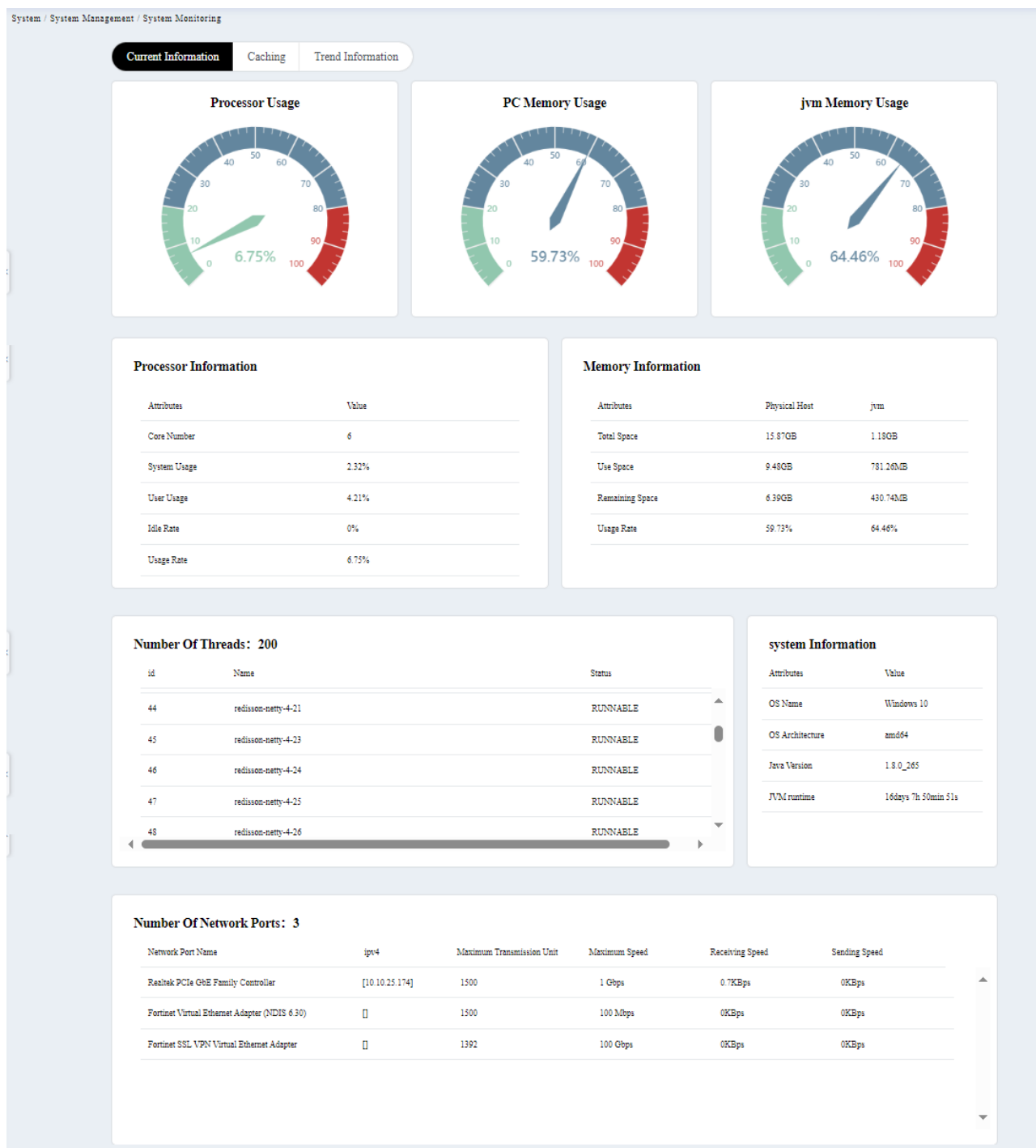
Select the specified template to delete and click **Delete**.



### 3.1.9 System Monitoring

The system monitoring function displays the server processor usage, host memory usage, processor information, memory information, java virtual machine memory usage and other information.

Click System > System Management > System Monitoring.



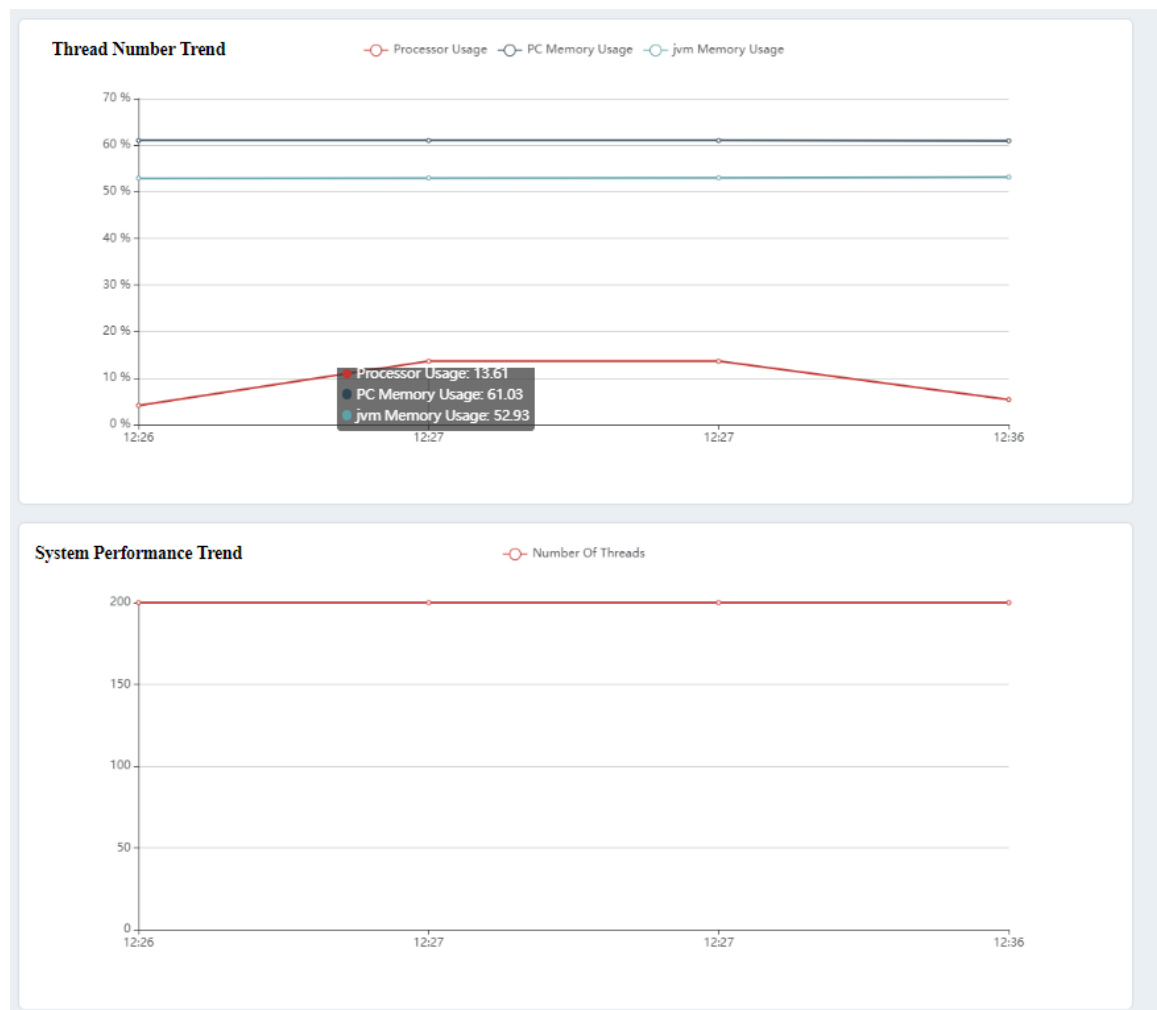
## Catching

This option helps user to know about memory information, Redis information, client information and also current database.

| <div><b>Client Information</b><table><thead><tr><th>Attributes</th><th>Value</th></tr></thead><tbody><tr><td>Number of Connected Clients</td><td>29</td></tr><tr><td>Number of Blocked Clients</td><td>0</td></tr></tbody></table></div>  | Attributes                                | Value | Number of Connected Clients | 29    | Number of Blocked Clients | 0     | <div><b>Redis Server Information</b><table><thead><tr><th>Attributes</th><th>Value</th></tr></thead><tbody><tr><td>Redis Version</td><td>7.0.8</td></tr><tr><td>OS Architecture</td><td>MSYS_NT-10.0-19045<br/>3.4.5 x86_64 x86_64</td></tr><tr><td>operation hours</td><td>16days 5ht 9min 31s</td></tr></tbody></table></div> | Attributes | Value      | Redis Version | 7.0.8               | OS Architecture | MSYS_NT-10.0-19045<br>3.4.5 x86_64 x86_64  | operation hours | 16days 5ht 9min 31s |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
|---|---|-------|-----------------------------|-------|---------------------------|-------|---|------------|------------|---------------|---------------------|-----------------|--|-----------------|---------------------|----------------------|-----|--------------------|----------|---------------------------|---|--------------|--------|--------------|---|---------------|---------|-----------------|---------|
| Attributes  | Value                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Number of Connected Clients   | 29  |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Number of Blocked Clients   | 0   |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Attributes  | Value                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Redis Version   | 7.0.8                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| OS Architecture   | MSYS_NT-10.0-19045<br>3.4.5 x86_64 x86_64 |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| operation hours   | 16days 5ht 9min 31s                       |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| <div><b>Memory Information</b><table><thead><tr><th>Attributes</th><th>Value</th></tr></thead><tbody><tr><td>Ras Memory</td><td>1.83M</td></tr><tr><td>Allocated space</td><td>1.83M</td></tr><tr><td>Memory Peak</td><td>5.81M</td></tr><tr><td>Max Memory</td><td>-</td></tr><tr><td>Fragmentation Ratio</td><td>1.00</td></tr></tbody></table></div> | Attributes                                | Value | Ras Memory                  | 1.83M | Allocated space           | 1.83M | Memory Peak   | 5.81M      | Max Memory | -             | Fragmentation Ratio | 1.00            | <div><b>Statistics</b><table><thead><tr><th>Attributes</th><th>Value</th></tr></thead><tbody><tr><td>Connections Received</td><td>204</td></tr><tr><td>Commands Processed</td><td>12269892</td></tr><tr><td>Instantaneous Ops Per Sec</td><td>6</td></tr><tr><td>Expired Keys</td><td>504830</td></tr><tr><td>Evicted Keys</td><td>0</td></tr><tr><td>Keyspace Hits</td><td>1277616</td></tr><tr><td>Keyspace Misses</td><td>1860837</td></tr></tbody></table></div> | Attributes      | Value               | Connections Received | 204 | Commands Processed | 12269892 | Instantaneous Ops Per Sec | 6 | Expired Keys | 504830 | Evicted Keys | 0 | Keyspace Hits | 1277616 | Keyspace Misses | 1860837 |
| Attributes  | Value                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Ras Memory  | 1.83M                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Allocated space   | 1.83M                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Memory Peak   | 5.81M                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Max Memory  | -   |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Fragmentation Ratio   | 1.00                                      |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Attributes  | Value                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Connections Received  | 204                                       |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Commands Processed  | 12269892                                  |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Instantaneous Ops Per Sec   | 6   |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Expired Keys  | 504830                                    |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Evicted Keys  | 0   |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Keyspace Hits   | 1277616                                   |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Keyspace Misses   | 1860837                                   |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| <div><b>Current Database:</b><table><thead><tr><th>Attributes</th><th>Value</th></tr></thead><tbody><tr><td>Number of keys</td><td>664</td></tr><tr><td>Expired Keys</td><td>467</td></tr><tr><td>Average TTL</td><td>1125726</td></tr></tbody></table></div>   | Attributes                                | Value | Number of keys              | 664   | Expired Keys              | 467   | Average TTL   | 1125726    |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Attributes  | Value                                     |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Number of keys  | 664                                       |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Expired Keys  | 467                                       |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |
| Average TTL   | 1125726                                   |       |                             |       |                           |       |   |            |            |               |                     |                 |  |                 |                     |                      |     |                    |          |                           |   |              |        |              |   |               |         |                 |         |

## Trend Information

This option shows the graphical representation of processor usage, PC memory usage and JV memory usage.



### 3.1.10 Message Notification

Click System > System Management > Message Notification.

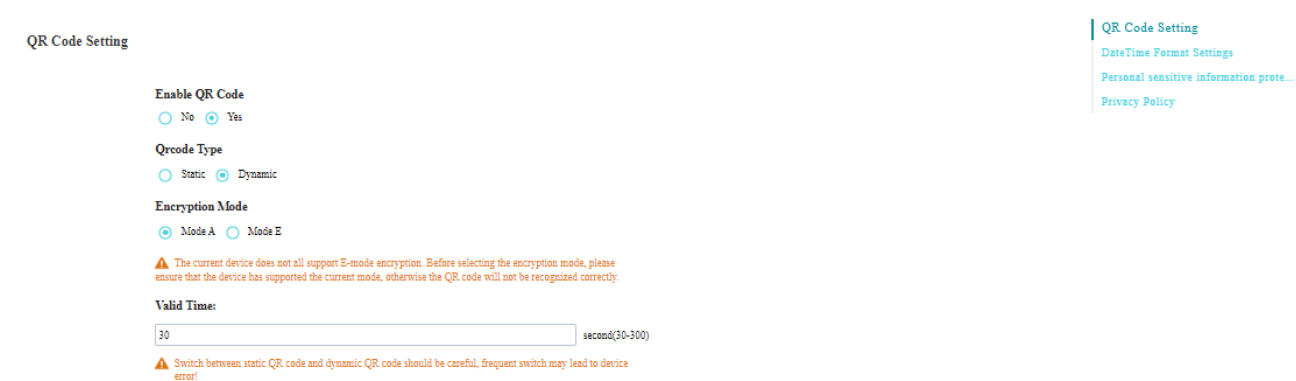
#### Event Notification Settings



### 3.1.11 Parameters

#### QR Code Setting

Step 1: Click System > System Management > Parameter > QR Code Setting.



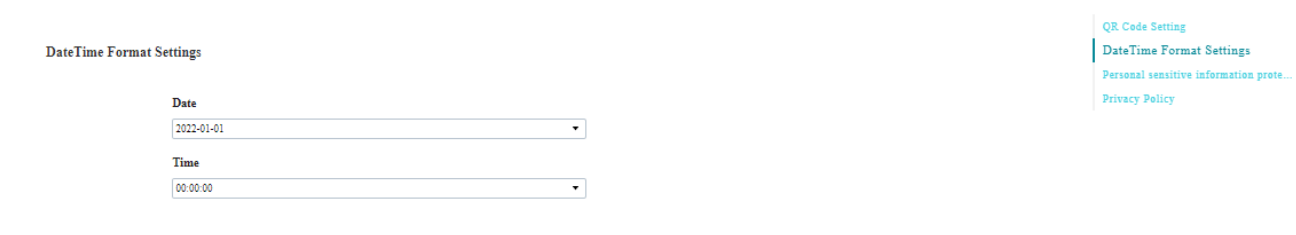
Step 2: Enable QR code Click System > System Management > Parameter > YES or NO for Enable the QR code

Step 3: Enable QR code If YES click YES > Static. It will be fixed the QR information same manner for the rest of time.

Step 4: Enable QR code If YES click YES > Dynamic > Valid Time. It will generate new QR code every 30 seconds.

#### Date Time Format Settings

Here user can set the date and time format.



## Personal sensitive information protection

### Personal sensitive information protection

☒ First Name    ☒ Last Name    ☒ Email    ☒ Device Commands

⚠ After enabling the personal sensitive information security protection option, the sensitive personal data involved in this module will be desensitized or obscured, including but not limited to names, card numbers, ID numbers, photos, etc.

## Privacy Policy

### Privacy Policy

Default ▼

View

## 3.2 Authority Management

### 3.2.1 User

#### New

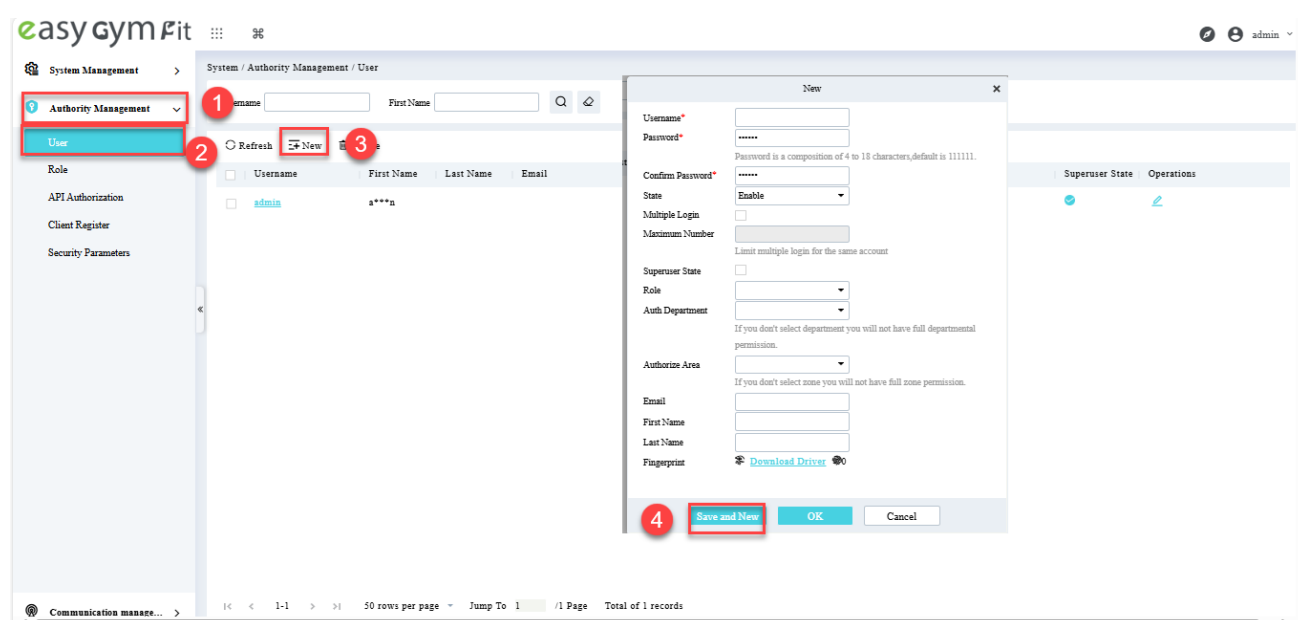
This section describes how to configure Step to add an administrator user in Easy Gym Fit.

#### Operation Steps

**Step 1:** In the System module, choose Authority Management > User.

**Step 2:** Click **Add** to pop up the new user interface.

**Step 3:** On the Add role page, set role rights as required, as shown in the figure below and the table below describes parameters to be set.



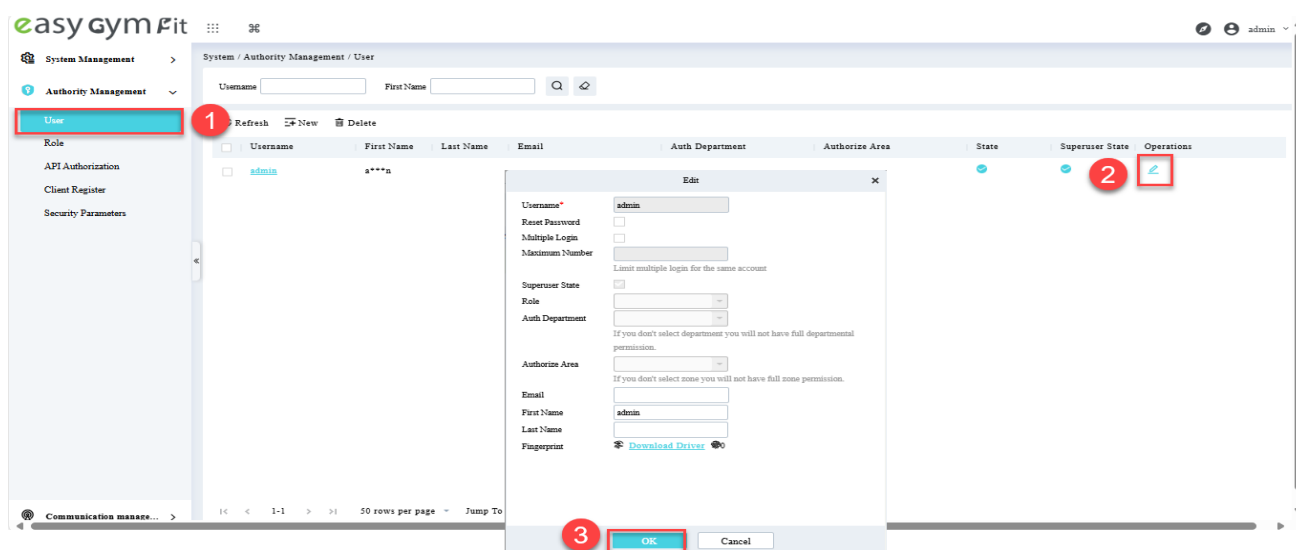
| Parameter                       | Description  |
|---------------------------------|--|
| User Name/Password              | Users can customize their username and password used for login.  |
| State                           | Set whether the user can log in and operate the system.  |
| Connection Limit/Maximum Logins | If this parameter is not selected, the number of simultaneous logins is not limited.   |
| Superuser Status                | This parameter specifies whether the user has all rights by default. If the user clicks this parameter, they are considered a super user, and no role is required. |
| Role                            | Set a role for the user. The user has all Operation permissions configured for the role.   |
| Authorize Department            | Authorization sets the department permissions of the user.   |

| Parameter                    | Description   |
|------------------------------|---|
| Authorized Permission        | Authorization sets the area rights that the user has.                       |
| Email                        | Customizes this user's mailbox, which can be used to retrieve the password. |
| The Name                     | Custom sets the name of this user.  |
| The Fingerprint Registration | Register this user's fingerprint.   |

**Step 4:** Click OK to finish configuring the new user.

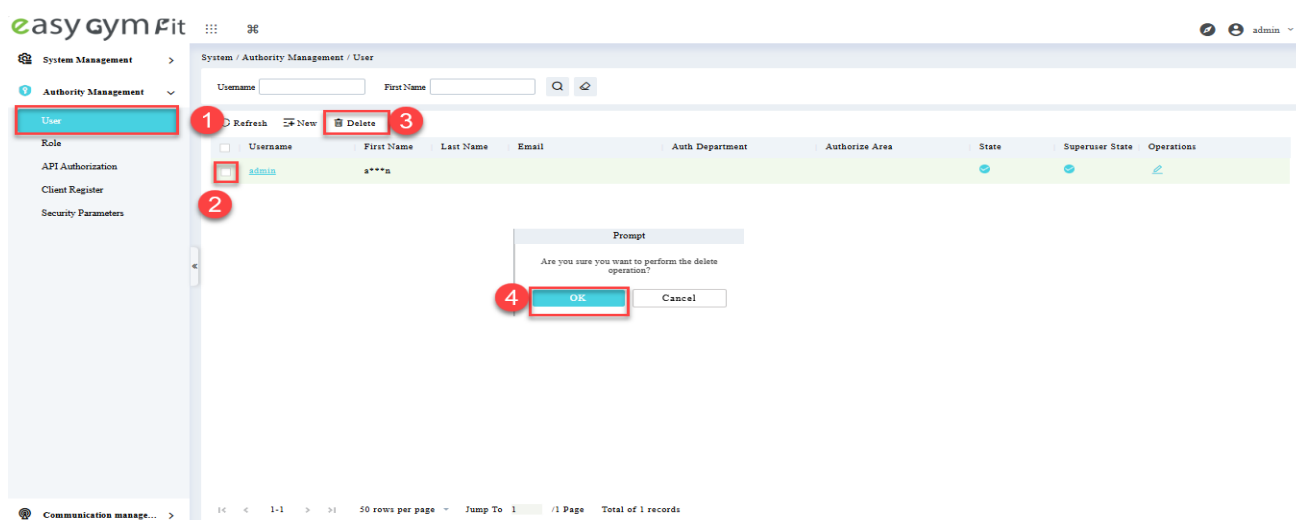
## Edit

Click **Edit**, enter the required details, and click OK.



## Delete

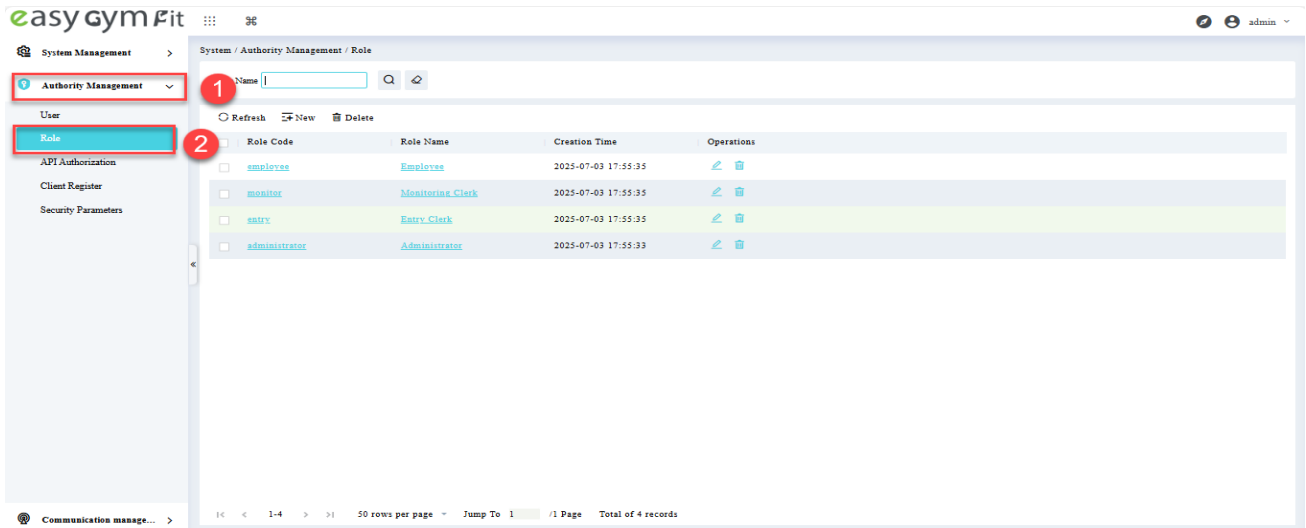
After choosing the username the user wishes to remove, select the Delete option and then OK.





### 3.2.2 Role

When using the system, the super user needs to assign various levels to new users. Avoid setting users one by one, users can set roles with specific levels in role management and assign appropriate roles to users when adding users. A super user has all the levels, can assign rights to new users and set corresponding roles (levels) according to requirements.



#### Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the user page.

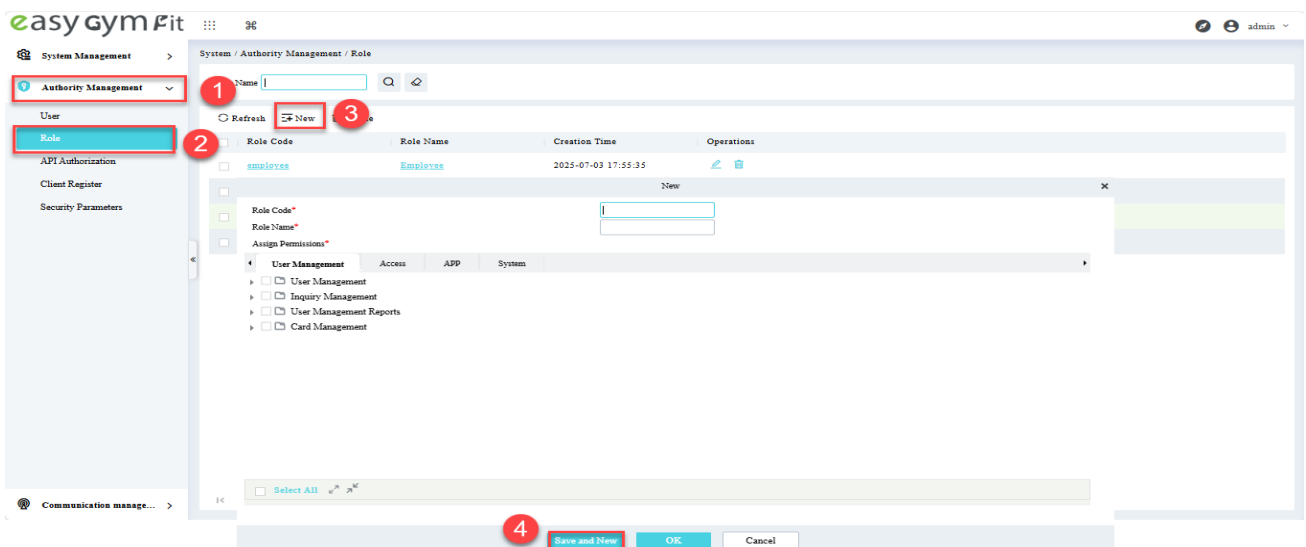
#### New

#### Operation Steps

**Step 1:** Click **System > Authority Management > Role > New**.

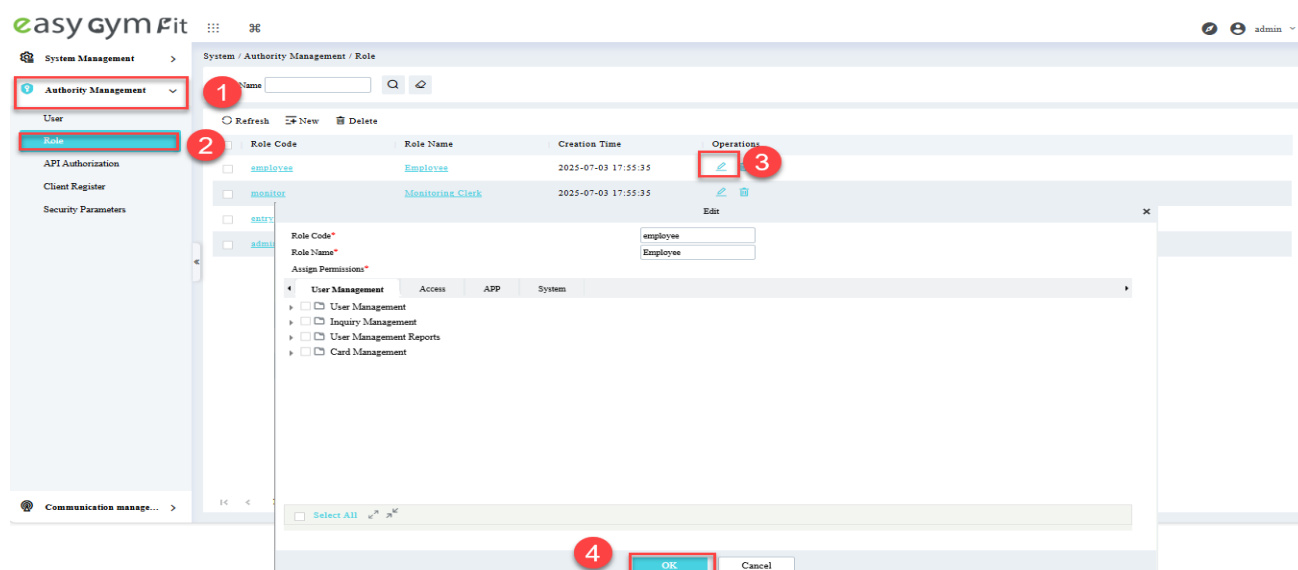
**Step 2:** Set the name and assign permissions for the role.

**Step 3:** Click **OK** to save.



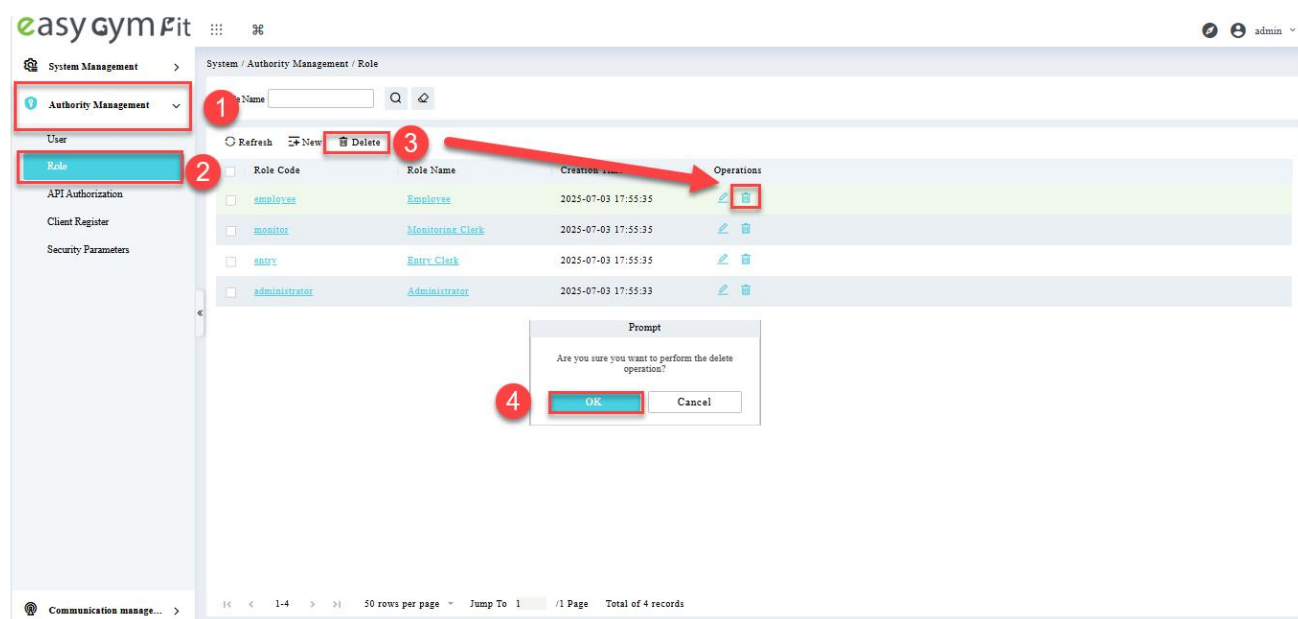
## Edit

Click Edit icon then enter the Role Code and, Role Name. After that, modify Assign Permissions, then click OK.



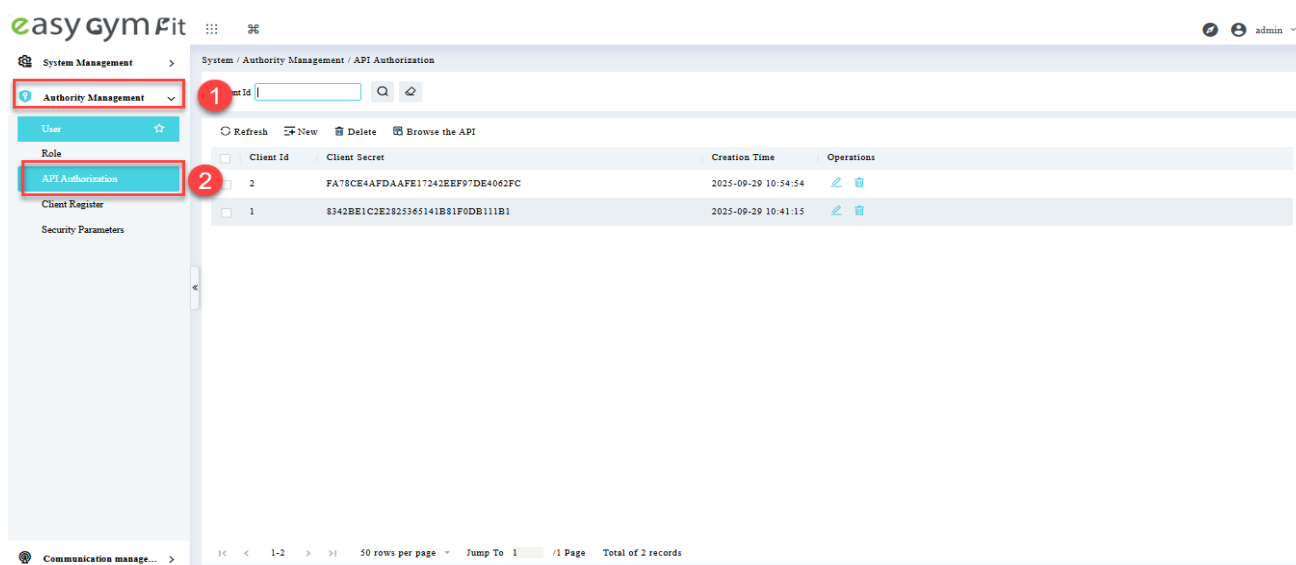
## Delete

Select the Role Code, click on Delete, then click OK to delete the role code.



### 3.2.3 API Authorization

Click **System Management > Authority Management > API Authorization**, the Client Id list will be displayed here.



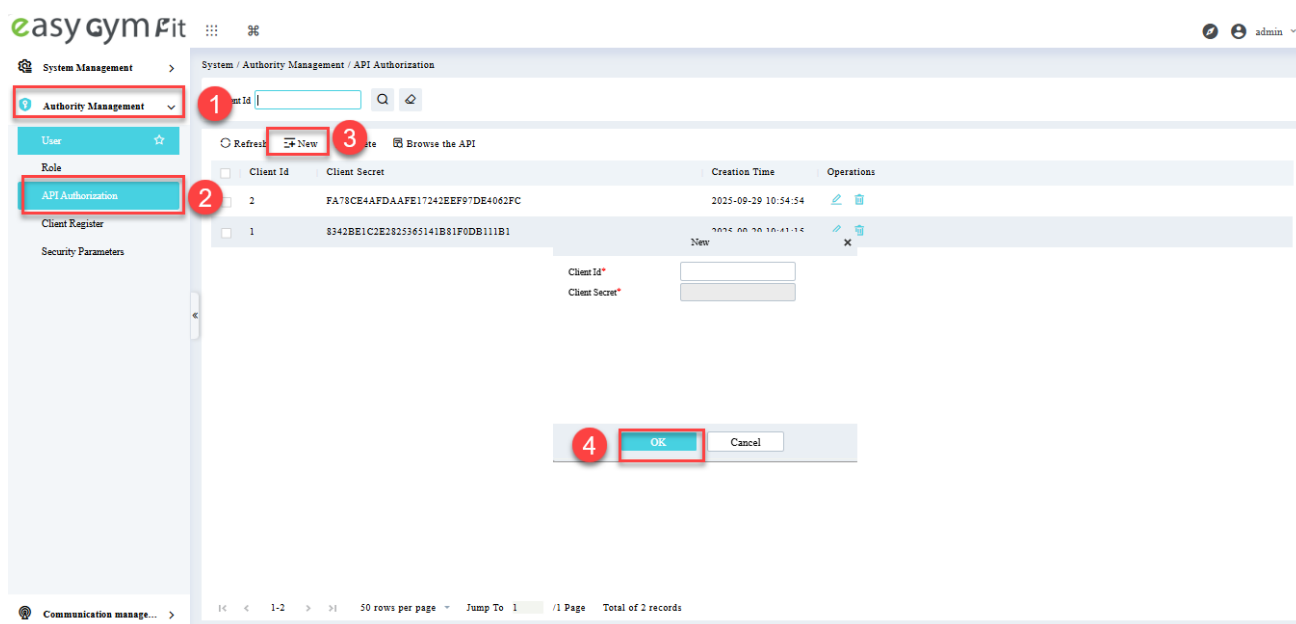
#### Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the API authorization page.

#### New

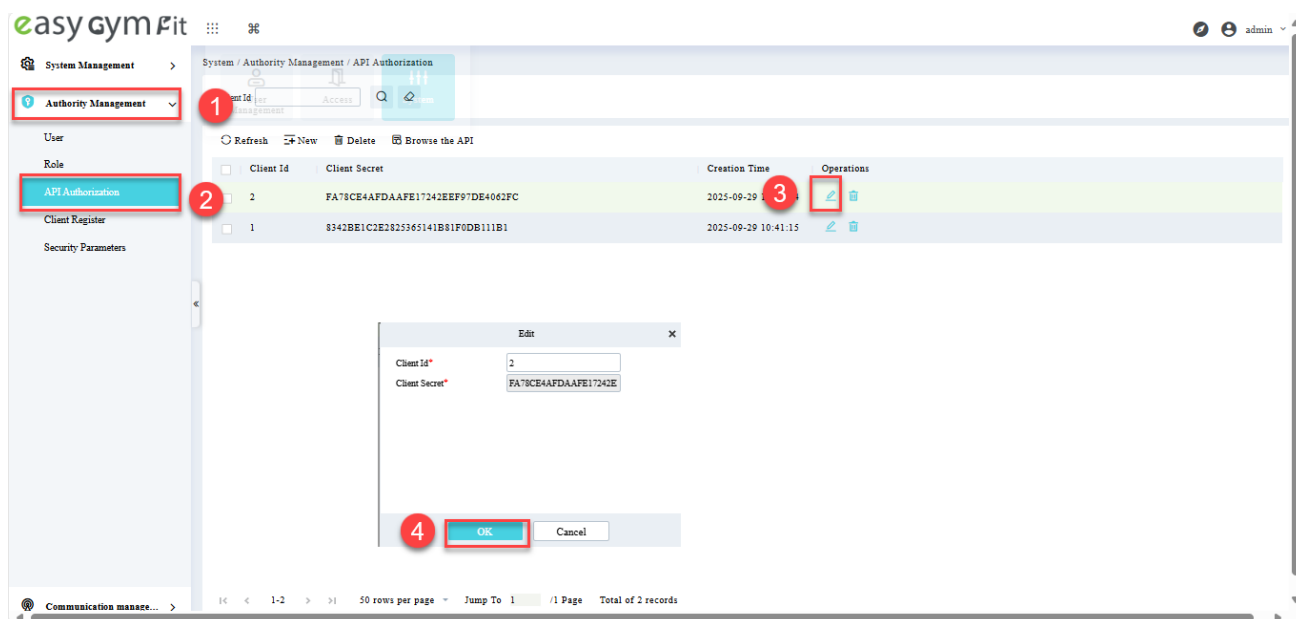
Step 1: Click **System > Authority Management > API Authorization > New**.

Step 2: Set the client id and client secret. Click **OK** to save.



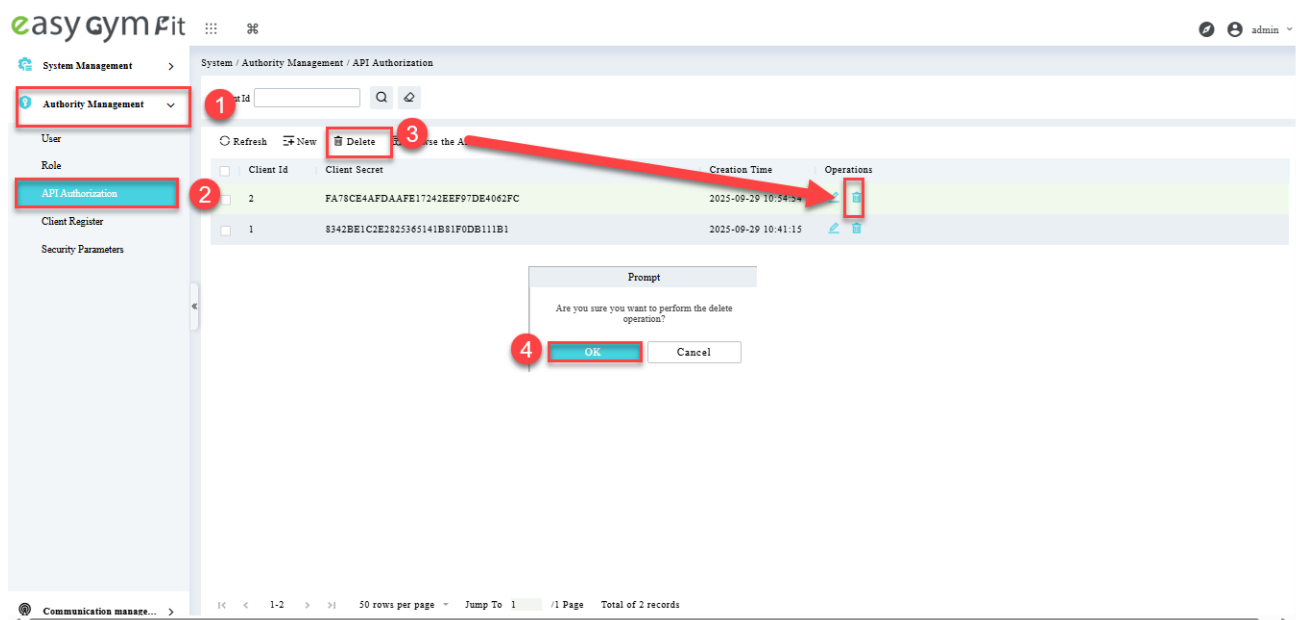
## Edit

Click **Edit** icon then modify the client id and client secret, then click **OK**.



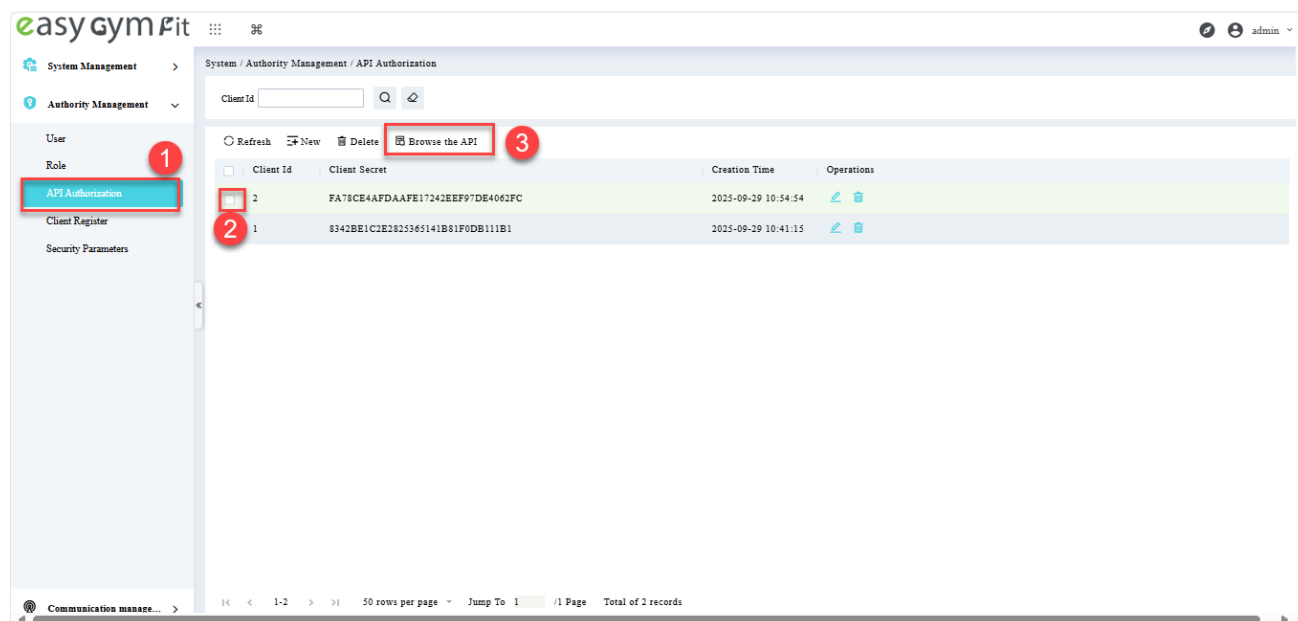
## Delete

Select the Client ID, click on **Delete**, then click **OK** to delete the Client ID.



## Browse the API

Select the Client ID, click on **Browse the API**, and then it probably shows you a catalog or interface where you can explore all the API functionalities available to authorized clients.



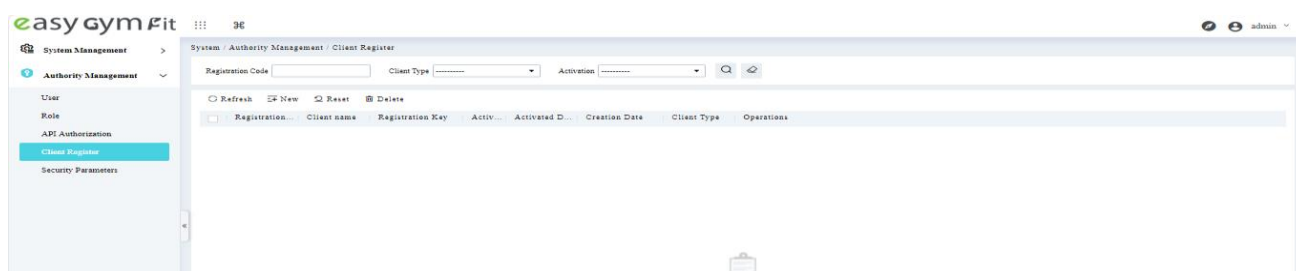
**ZKBio CVSecurity****Explore**

|                                      |           |                 |                   |
|--------------------------------------|-----------|-----------------|-------------------|
| AccDevice : acc device               | Show/Hide | List Operations | Expand Operations |
| AccDoor : acc door                   | Show/Hide | List Operations | Expand Operations |
| AccLevel : acc level                 | Show/Hide | List Operations | Expand Operations |
| AccReader : acc reader               | Show/Hide | List Operations | Expand Operations |
| AccTransaction : acc transaction     | Show/Hide | List Operations | Expand Operations |
| PersBioTemplate : person bioTemplate | Show/Hide | List Operations | Expand Operations |
| PersCard : person card               | Show/Hide | List Operations | Expand Operations |
| PersDepartment : person department   | Show/Hide | List Operations | Expand Operations |
| Person : person                      | Show/Hide | List Operations | Expand Operations |

[ BASE URL: / ]**INVALID**

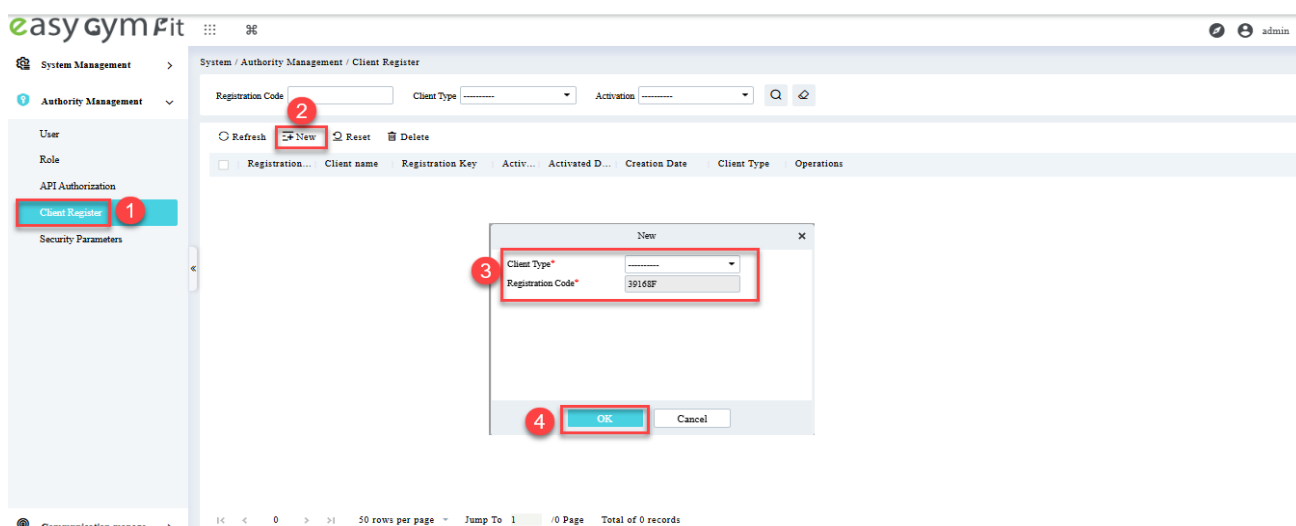
### 3.2.4 Client Register

User can add client types for the system and generate registration codes for client registrations of each module function. The number of allowed clients is controlled by the number of allowed points.



#### New

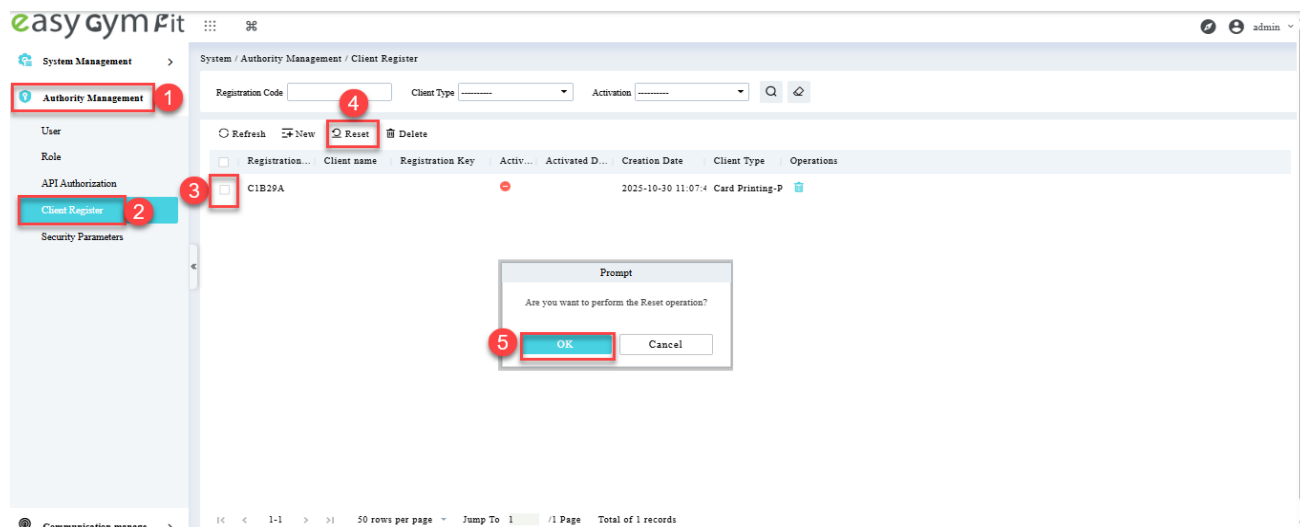
Step 1: Click System Management > Authority Management > Client Authorization > New



| Parameter         | Description  |
|-------------------|--|
| Client Type       | The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Signature-Visitor, Card Printing-Personnel, Card Printing-Visitor.  |
| Registration Code | The registration code for APP Client is used under Network Settings on the APP login page and that for Print Card-Personnel is used under Parameter Settings > Client Registration. Only new registration codes added on the server are authorized and one registration code can be used by only one client. |

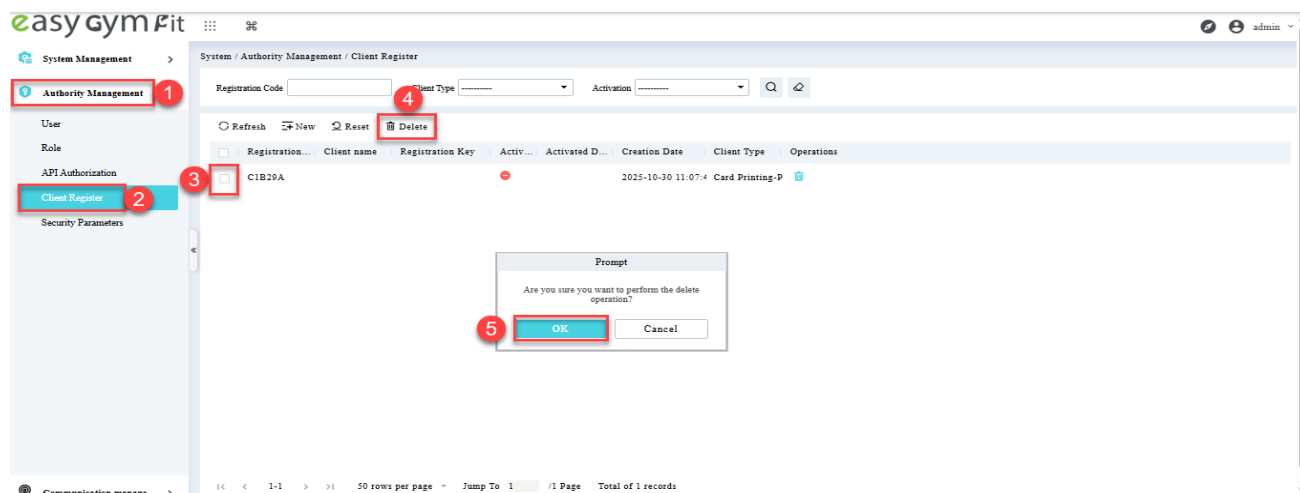
## Reset

To reset a client, select the client and click **Reset**.



## Delete

To delete a client, select the client and click **Delete** then click **OK** confirm to delete the client.



### 3.2.5 Security Parameters

Click **System Management > Authority Management > Security Parameters**.

The screenshot shows the 'Security Parameters' configuration page. The left sidebar contains a menu with 'System Management', 'Authority Management', and 'Security Parameters' (highlighted). The main content area is titled 'Security Parameters' and contains the following settings:

- Login Verification Setting:** Radio buttons for 'Verification Code' (selected) and '2FA Verification'. A dropdown menu below it is labeled 'Prompt after entering an error'.
- Default Password Strength:** Radio buttons for 'None', 'Weak', 'Medium', and 'Strong' (selected).
- Failed Login:** A dropdown menu set to '5' with a unit of 'Time(s)'.
- Account Will Lock:** A dropdown menu set to '10' with a unit of 'minutes'.
- Password Valid Days(Day):** A dropdown menu set to '90'.
- Password Modification:** A dropdown menu set to 'Forced to modify the password in login'.
- Security Password Verification:** A checked checkbox.
- Secure Password Authentication Interval:** A dropdown menu set to 'None'.

An 'OK' button is located at the bottom right of the configuration area.

Login verification setting It includes verification code, 2FA verification and Prompt after entering an error.

**Do not open verification code:** The system allows no verification code.

**Open verification code:** Users must fill in the verification code when logging in to the software.

**Open after input error:** The system will pop up a verification box after filling in the wrong Username and password.

#### ● Password Strength Setting

The path is **System -> Authority Management-> Security Parameter**.

**Default Password Strength**

☐ None
 ☐ Weak
 ☐ Medium
 ☒ Strong

#### ● Lock Account

The account will be locked if user fails to login the system as per the software setting. For example, if the system allows user to fill in wrong username and password 2 times. The system will be locked for 10 minutes after exceeding 2 times of operation.

**Failed Login**

5 Time(s)

**Account Will Lock**

10 minutes



- **Password Valid Day (s)**

Users can set the validity as 30 days, 60 days or permanent. If password gets expired, user cannot login to the system.

Password Valid Days(Day)

90

- **Password Modification**

There are 2 options that the user can set. Not mandatory and forced to modify the next time user login.

**Not mandatory:** The system does not need to modify the initial password.

**Forced to modify the next time user login:** It is compulsory to modify the initial password after the second login.

Password Modification

Forced to modify the password in login

☒ Security Password Verification

- **Secure Password Authentication Interval**

Secure Password Authentication Interval

None

## 3.3 Communication Management

### 3.3.1 Device Commands

Click **System** > **Communication Management** > **Device Commands**, and the command lists will be displayed.

The screenshot displays the 'Device Commands' interface. The left sidebar shows the navigation menu with 'Device Commands' selected. The main area shows a table of command records. The table has the following columns: ID, Serial Number, Immed..., Submit Time, Return Time, Returned..., and Remarks. The table contains 13 records. A red box highlights the 'Device Commands' menu item in the left sidebar. A red circle with the number '1' points to the 'Refresh' button, and a red circle with the number '2' points to the 'Export' button.

If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command fails to be issued.

### Export

Export the command lists to the local host. User can export it to an Excel file. See the following figure.

The screenshot shows the 'Device Commands' page with the 'Export' dialog box open. The dialog box has the following fields: 'User Password', 'File encryption' (Yes/No), 'File Format' (EXCEL), and 'Data to Export' (All (max: 100000 records)). The 'Start Position' is 1 and 'Total Records' is 100. A red circle with the number '3' points to the 'OK' button.

| ID   | Serial Number | Content   | Device Commands<br>Immediately Cmd | Submit Time            | Return Time            | Returned Value |
|------|---------------|---|------------------------------------|------------------------|------------------------|----------------|
| 1504 | 20100501999   | DATA UPDATE<br>userauthorize<br>Pin=2AuthorizeTi<br>mezoneld=1Auth<br>orizeDoorid=1<br>Pin=1AuthorizeTi<br>mezoneld=1Auth<br>orizeDoorid=1<br>... | false                              | 2017-12-18<br>10:51:15 | 2017-12-18<br>10:51:21 | 0              |
| 1502 | 20100501999   | DATA UPDATE<br>mulcarduser<br>Pin=2CardNo=5d<br>ec02LossCardFla<br>g=0CardType=0<br>Pin=1CardNo=44<br>12c5LossCardFla<br>g=0CardType=0<br>...     | false                              | 2017-12-18<br>10:51:14 | 2017-12-18<br>10:51:21 | 0              |

## Refresh

Click **Refresh** at the upper part of the list to load new temporary Device Commands.

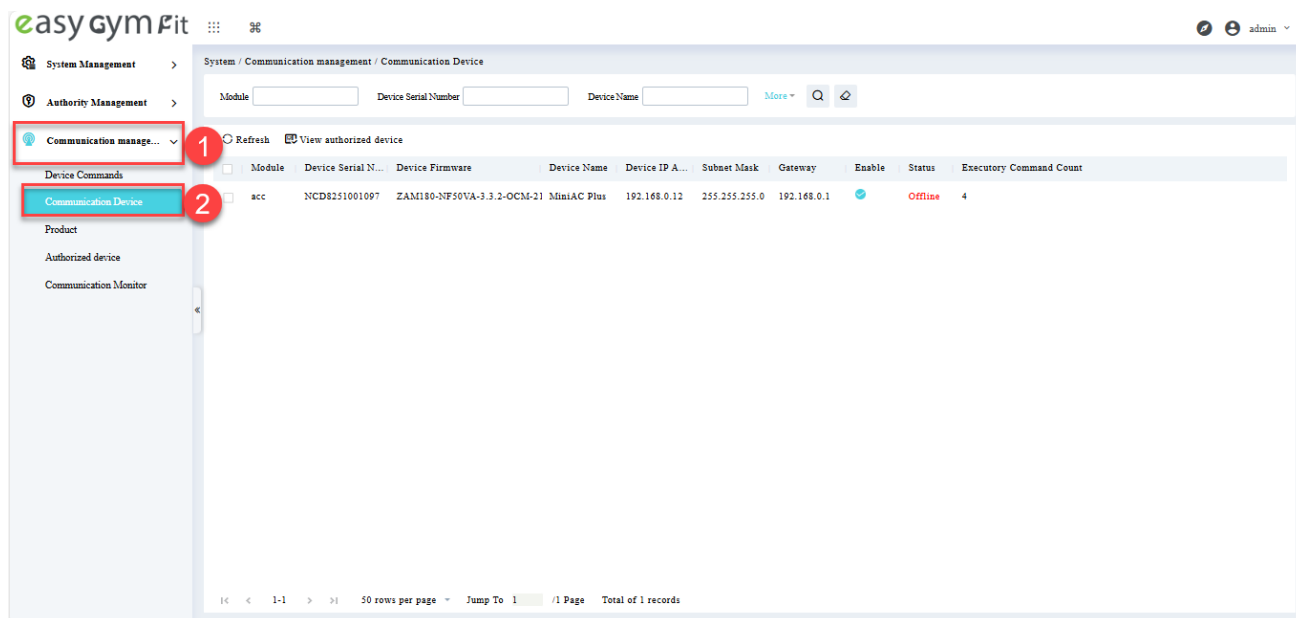
## Clear Commands

Click Clear Commands to clear the command lists.

The screenshot displays the 'easy gym fit' web application interface. On the left sidebar, the 'Device Commands' menu item is selected. The main content area shows a table of device commands. A red box highlights the 'Clear Commands' button, and a red circle with the number '1' is next to it. A second red circle with the number '2' is next to the 'OK' button in a confirmation dialog box that appears over the list. The dialog box asks 'Are you want to perform the Clear Commands operation?' with 'OK' and 'Cancel' buttons. The table shows columns for ID, Serial Number, Submit Time, Return Time, Returned Value, and Remarks. The bottom of the list shows '50 rows per page' and 'Total of 13882 records'.

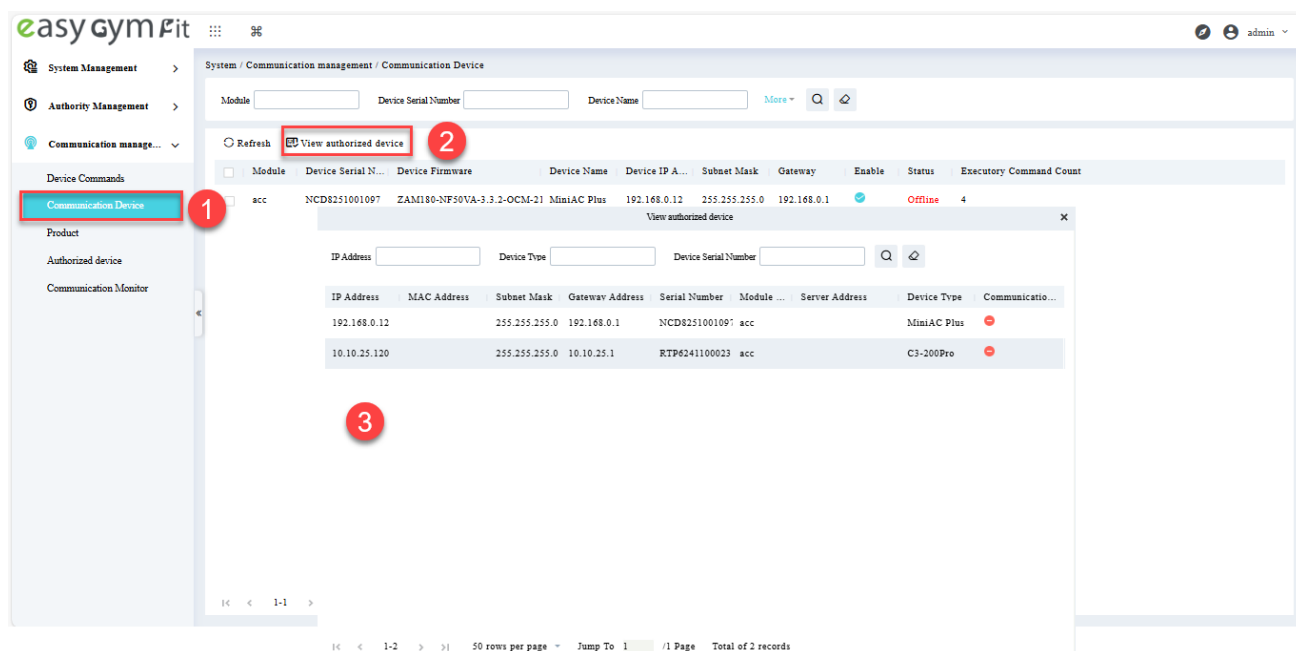
### 3.3.2 Communication Device

Click **System > Communication Management > Communication Device**. The user can view all equipment information and communication in the system. Detailed information such as accessed module, serial number, firmware version, IP address, communication status, and command execution, can be viewed.



#### View Authorized Device

View the authorized device information.

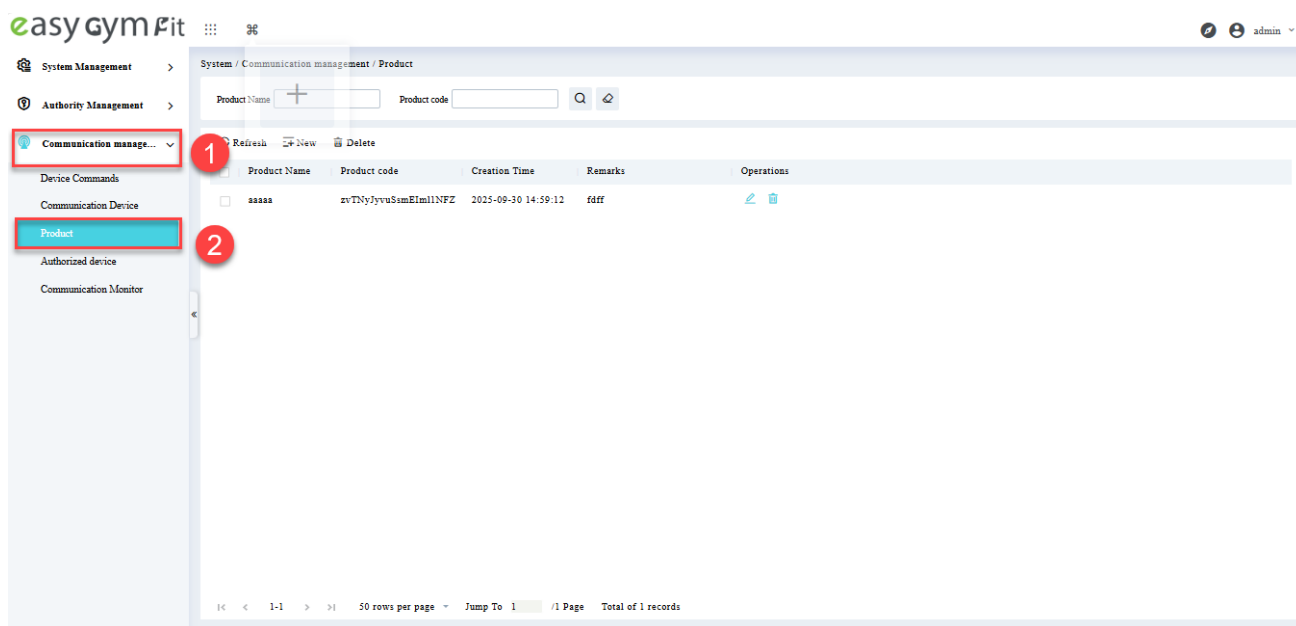


#### Refresh

Click **Refresh** at the upper part of the list to load the new temporary Communication Device.

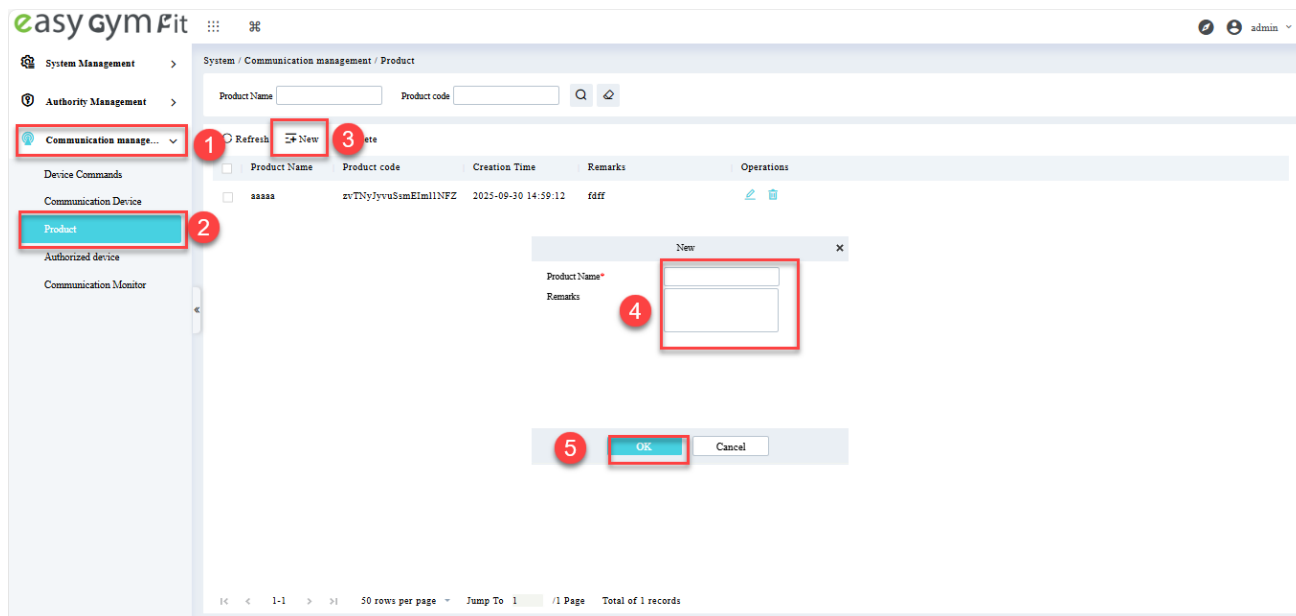
### 3.3.3 Product

**Step 1:** Click **System > Communication Management > Product**, and the product lists will be displayed.



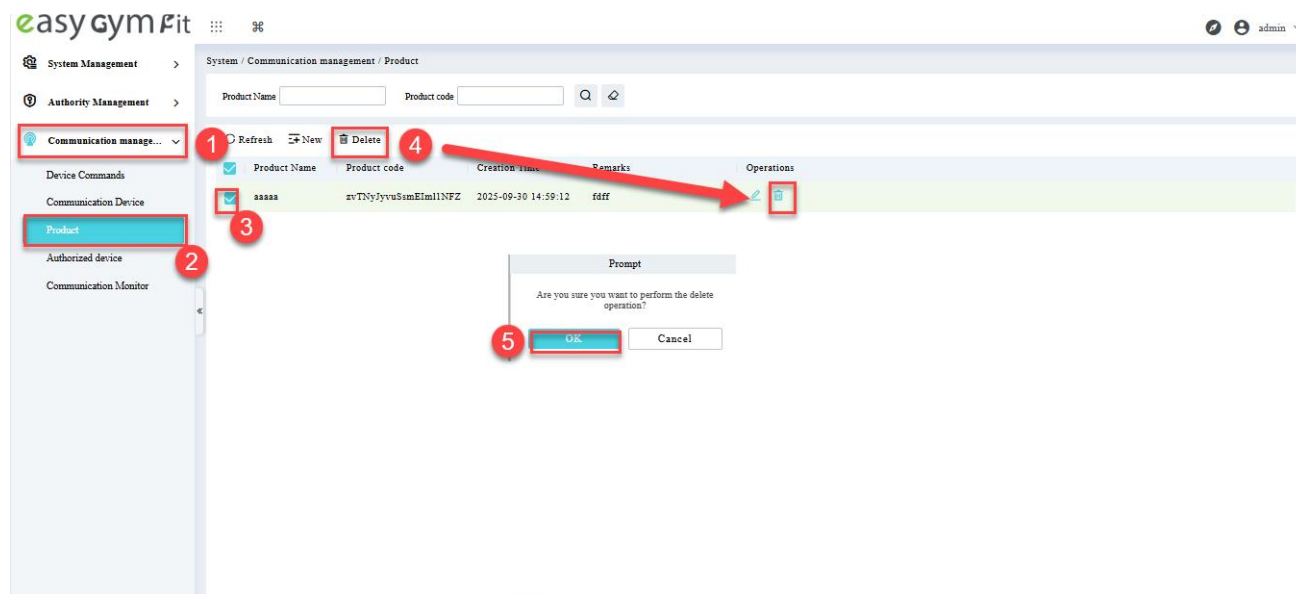
#### New

Click **System > Communication Management > Product > New**, to add the new product name.



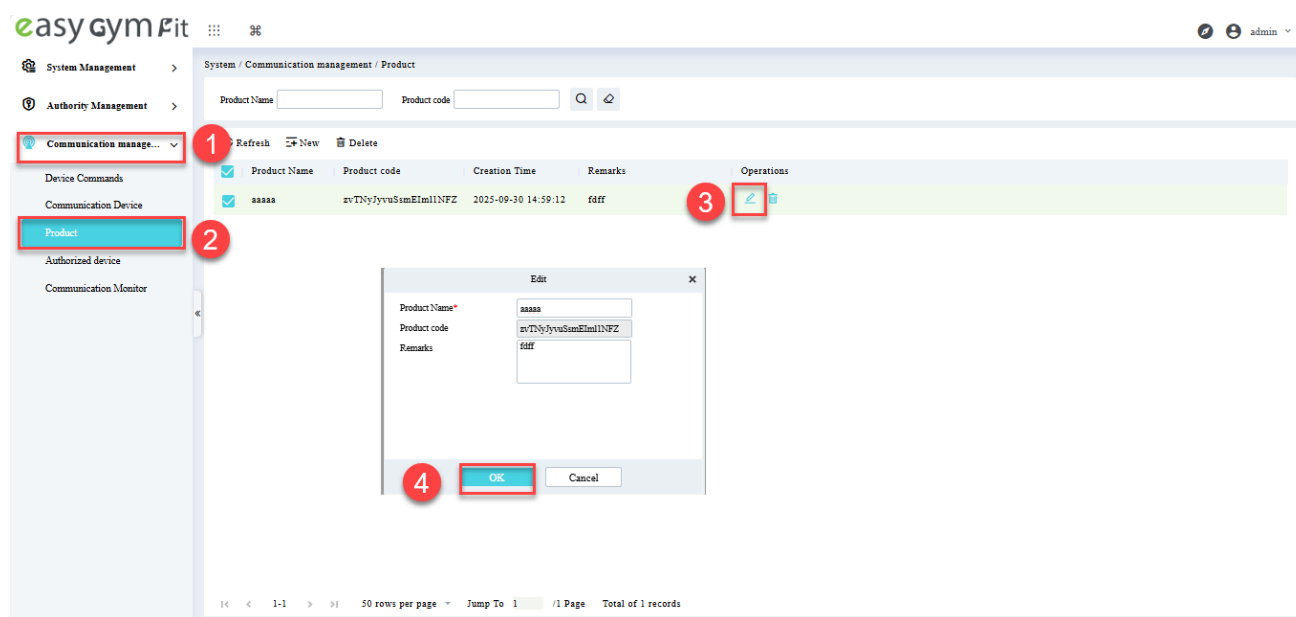
## Delete

Select the product name, click Delete then click OK to delete the Product.



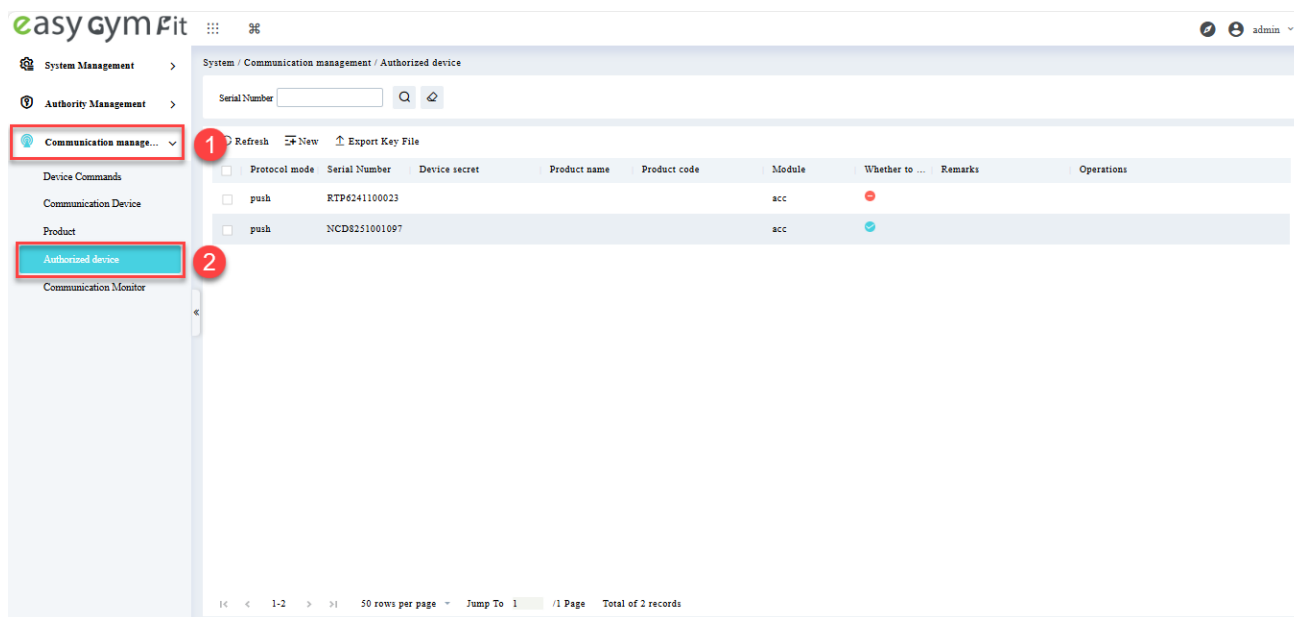
## Edit

Click Edit to delete the Product information.



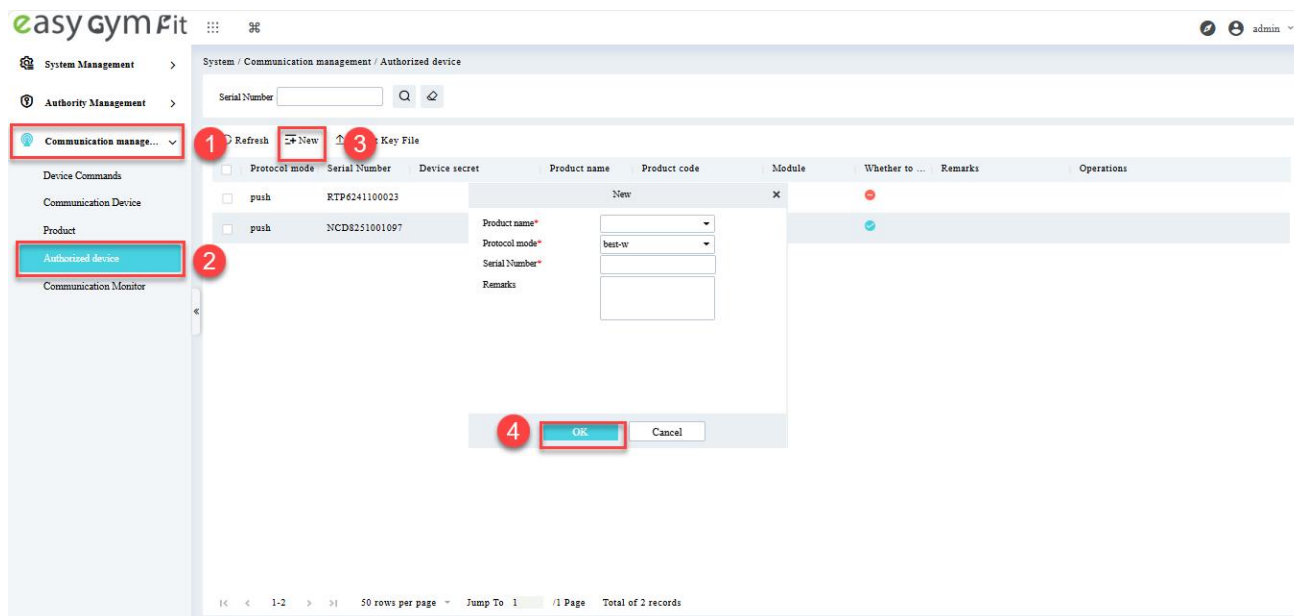
### 3.3.4 Authorized Device

Click **System > Communication Management > Authorized Device**, and the product lists will be displayed.



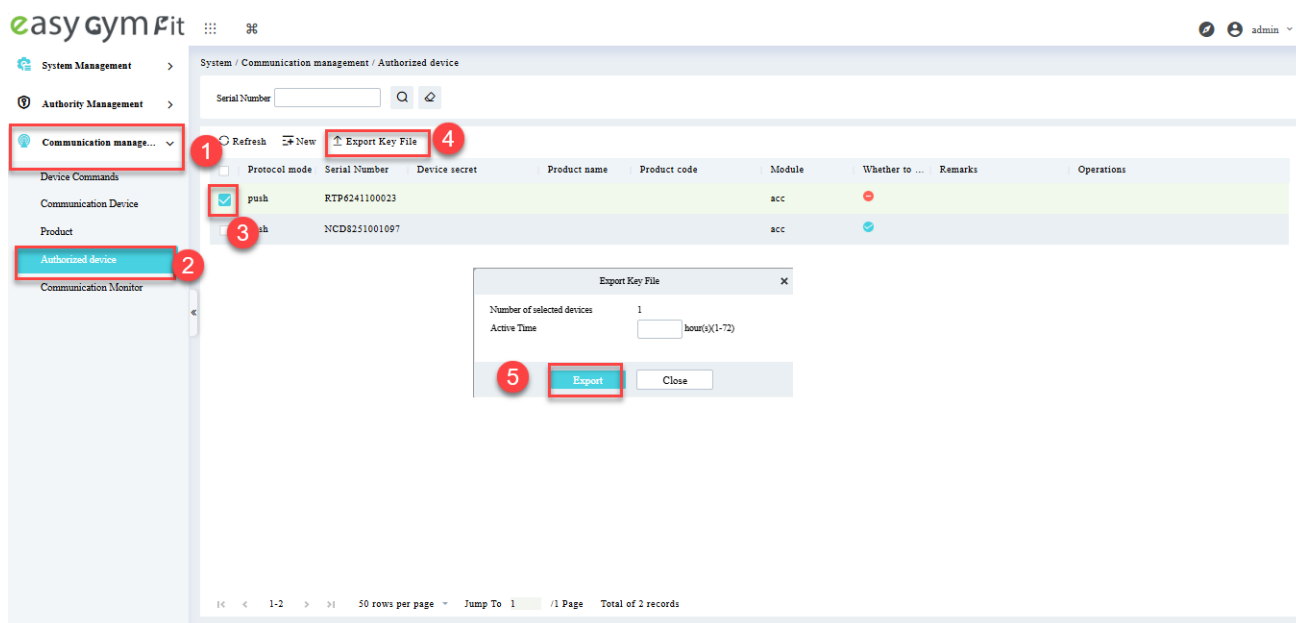
#### New

Click **System > Communication Management > Authorized Device > New**, to add the authorized product device.



## Export Key File

Click **System > Communication Management > Authorized Device**, select the protocols to export and click the **Export Key File**, to export the key file of the authorized product device.



## 3.3.5 Communication Monitor

Click **System > Communication Management > Communication Monitor**, and the communication mode will be displayed.

